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MICHELLE HUTCHINS  
*Superintendent of Schools*

SERVICE

EXCELLENCE

INNOVATION

TEAMWORK

April 15, 2022

Joanie Potter, Superintendent  
Members, Board of Trustees  
Laytonville Unified School District  
P.O. Box 868  
Laytonville, California 95454

Subject: County Office Review of the 2021-22 Second Interim Report

Dear Superintendent and Members of the Board:

We have reviewed the 2021-22 Second Interim Report of the Laytonville Unified School District, in accordance with Education Code Section 42130, to determine if it complies with the criteria and standards adopted by the State Board of Education pursuant to EC Section 33127. AB1200 and AB2756 charge County Offices of Education with certain fiscal oversight of school districts, and in order to comply, MCOE must assure that expenditures will not exceed available reserves and that all budget documents are complete and accurate.

Based on our review and analysis, we believe that the second interim report that was approved by the district's governing board on March 3, 2022, reflects the financial status of the district and is consistent with the state's criteria and standards. We therefore concur with the district's positive certification, with our comments outlined below:

#### **Fiscal Crisis Indicators**

Your district's fiscal crisis indicators include the following risk factors:

- **Deficit Spending and Reserves:** Unrestricted deficit spending is projected to total \$(228,341) over the current and two subsequent years, spending down approximately 8% of reserves. The unrestricted ending fund balance decreases from \$2,938,286 at the beginning of 2020-21 to \$2,709,946 at the end of June 2024. We encourage the district to work on a plan to reduce spending in order to bring expenditures in alignment with projected revenues.

The district is required to maintain a Reserve of Economic Uncertainty (REU) of at least 4% in each year. In each year of the Multi-Year Projections (MYP), the district maintains the state mandated REU, plus an additional 6% stabilization reserve. As you know, reserves provide a

safety net that allows districts to better weather economic downturns and sustain program and services to students. We encourage and remain confident the district will continue to make the necessary decisions concerning ongoing revenues and expenditures to ensure it is able to meet its financial obligations and maintain long-term fiscal health and reserves.

**Declining Enrollment and ADA:** Schools in declining enrollment will experience a sharp decline in LCFF funding in 2022-23. The district must monitor enrollment and ADA projections, as well as align staffing and services with student counts and budget projections.

### **2022-23 Proposed Budget**

In a recent presentation by Michael Fine, Chief Executive Officer of FCMAT – Fiscal Crisis & Management Assistance Team, he mentioned that close to 50% of the increases that schools are seeing are going towards the rise in the cost of pension - STRS and PERS. While the Cost of Living Adjustments (COLA) means an increase in dollars to the districts, the cost of all goods are rising at a faster and higher rate than the COLA. At the same time, Average Daily Attendance (ADA) continues to be a strong concern for many districts. While there is proposed legislation that will add to ability to use the average of the prior 3 years, to the existing options of this year versus last year's ADA, this has not yet been passed into law, and it simply softens the blow of the decline.

Districts must focus on using restricted dollars first when planning budgets. Additionally, districts need to have an exit strategy for the all one-time funds that will be coming to an end in the next couple of years. More precisely, districts will need to adjust their expenses to reflect the reduced revenue. FCMAT also warns that they have seen a surge in the number of small districts experiencing fiscal distress as they try to navigate these changes.

We recognize that there are many challenges ahead and are committed to supporting all our districts in providing the best education possible while maintaining the fiscal health of your school district. We want to acknowledge and express our appreciation to the district's staff, the governing board and the community for their continued diligence and hard work. If you have any questions regarding our review process, please feel free to contact our office.

If you have any questions or comments, please contact Marilyn Tiriboyi, Assistant Superintendent of Business Services at (707) 467-5030 or Michelle Ebert, Director of External Business Services at (707) 467-5043.

Sincerely,



Michelle Hutchins  
County Superintendent of Schools

cc: Shannon Ford, Business Manager, LUSD  
Marilyn Tiriboyi, Assistant Superintendent of Business Services, MCOE  
Michelle Ebert, Director, External Fiscal Services, MCOE  
Roberta Watkins, District Fiscal Advisor, MCOE  
Jami Vallejo, District Fiscal Advisor, MCOE

**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE REGULAR MEETING OF APRIL 7, 2022**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a regular meeting in the District Board Room on April 7, 2022. Board President Calvin Harwood called the meeting to order at 4:59 p.m.

**ROLL CALL:**

Trustees Present: Calvin Harwood, Meagen Hedley, Erin Gamble and Mat Paradis & Elina Agnoli (Absent)

Administrators Present: Joan Potter, Lorre Stange, and Tim Henry.

Student Representative: Mahaila Reighter (Absent)

**B. PUBLIC INPUT re CLOSED SESSION ITEMS: None**

**C. CLOSED SESSION AGENDA:**

CS-1	<b>CONFERENCE WITH LABOR NEGOTIATOR:</b> Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: CSEA	CS-1
CS-2	<b>CONFERENCE WITH LABOR NEGOTIATOR:</b> Name of Agency Negotiator: Superintendent Name of Organization Representing Employees: LVTA	CS-2
CS-3	<b>CONFERENCE WITH LABOR NEGOTIATOR:</b> Name of Agency Negotiator: Superintendent Representing Employees: Administrative/Confidential/School Psychologist	CS-3
CS-4	<b>EMPLOYEE DISCIPLINE/DISMISSAL/RELEASE</b>	CS-4
CS-5	<b>EMPLOYEE RECOGNITION AWARD</b>	CS-5

**D. ANNOUNCEMENTS FROM CLOSED SESSION:** Board President Calvin Harwood announced that in Closed Session item CS-4 the Board voted unanimously to accept Nathaniel Rodriguez's resignation effective March 30<sup>th</sup>, 2022. The Board also unanimously voted to approve Mary Joens-Poulton's leave of absence for the 2022-23 school year. Board President Calvin Harwood announced that in Closed Session item CS-5 the Board voted on the recipient of the Employee Recognition Award. That award will be presented at the May board meeting. No other action was taken during Closed Session.

**E. PATRIOTIC OBSERVANCE:** Calvin Harwood led the Pledge of Allegiance to the flag.

**F. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

**G. CORRESPONDENCE:** Letter from Michelle Hutchins regarding Williams Settlement Findings for 2021-22 Site Visits

**H. PUBLIC INPUT:** Mercy Polson wondered if anyone put any thought into putting a stop sign coming on to Ramsey while we are putting in the new parking lot. Mrs. Potter said the County did a study years ago and they determined that a stop sign wasn't recommended. We can bring the stop sign up to the County as a consideration when we speak to them about the parking lot project.

**I. REPORTS AND COMMENTS:**

Superintendent's Report:

- Mrs. Potter said all of the items she would like to talk about are in the board packet so she will share the information throughout the meeting.

The following reports were given:

Elementary Principal	High School Principal	Healthy Start
LES/LMS Site Council	LHS Site Council	DAC
Student Representative	LVTA	CSEA

**J. ACTION: CONSENT AGENDA**

- **Motion** to accept the Consent Agenda by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

**K. INFORMATION ITEMS:**

K.1. Facilities Update

- Mrs. Potter gave an update on the status of the parking lot project and discuss the need for a new exhaust hood in the cafeteria. Mrs. Potter also spoke about our Ten Mile Creek property and an electric bus grant that we are going to apply for. There is an infrastructure grant that we can apply for to put in the charging station for an electric bus.

K.2. LCAP Updates

- School staff, site councils and the District Advisory Committee are working on updating the 2021-2022 LCAP goals and developing new goals and a budget for the 2022-2023 school year.

K.3. A-G Completion Grant

- The state is allocating funding to qualified school districts in order to provide additional supports to increase the number of students, particularly unduplicated students, who graduate with A-G eligibility. Funds are available for expenditure or encumbrance through the 2025-26 fiscal year. The funds are provided within three grants:
- These funds must be used for activities that directly support pupil access to, and successful completion of the A-G course requirements, including:
  - Professional Development opportunities to teachers, administrators and counselors to improve the LEA's A-G completion rate
  - Developing comprehensive advising plans and pupil supports, including tutoring programs
  - Expanding access to coursework to satisfy A-G course requirements to all students, not limited to unduplicated students
  - Advanced Placement and International Baccalaureate fees for unduplicated students

- Laytonville was awarded \$150,000 in funds and the plan outlines how funds will be used. The plan was developed with input from staff, site councils and the District Advisory Committee.
- Part of the requirements include presenting the plan to the public as an information item and then following up with board approval and a subsequent meeting. We will bring the plan to our May meeting for Board approval.

#### K.4. Extended Learning Opportunity Program

- The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.
- “Expanded learning” means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year.
- In the plan we will be addressing the following components:
  - 1—Safe and Supportive Environment
  - 2—Active and Engaged Learning
  - 3—Skill Building
  - 4—Youth Voice and Leadership
  - 5—Healthy Choices and Behaviors
  - 6—Diversity, Access, and Equity
  - 7—Quality Staff
  - 8—Clear Vision, Mission, and Purpose
  - 9—Collaborative Partnerships
  - 10—Continuous Quality Improvement
  - 11—Program Management
- The plan will be integrated into our existing ASES program but involves some requirements in addition to the ASES program requirements. Examples include offering the program on 30 non-school days and the 10:1 ratio for TK and K students enrolled in the program.
- For the 2021-2022 school year our district has received \$78,670 to support this program. We are scheduled to receive that amount. We are currently developing our plan and the final plan will be presented to the board prior to June 30, 2022.

#### K.5. Summer School

- We are currently developing our summer program for the summer of 2022. At the elementary school we are planning to offer a 9 hour day program to all K-8 students that will run for 6 weeks as part of the ELO-P grant. The high school plans to offer its Independent Study program for students needing credit recovery, an Algebra 1 class, and a freshman Academy. Specific plans for these programs will be brought to the board in May.

## L. ACTION:

### L.1. Students of the Month

- Mr. Henry and Ms. Stange presented the Laytonville High School and Laytonville Middle School Students of the Month for March and asked them to introduce their families.
- **Motion** to recognize Hadyn Brennan and Dustin Comer as the March Students of the Month by Erin Gamble, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

### L.2. Revision of Board Meeting Dates

- Our May meeting is currently scheduled for May 5th, 2022. A conflict with a county wide Superintendents' Conference has come up so I am proposing that we change the meeting day to May 19, 2022. This will also give us an opportunity to gain more input for the myriad of plans we are in the midst of developing.
- **Motion** to approve to change the May 5<sup>th</sup>, 2022 Board meeting to May 19<sup>th</sup>, 2022 by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

## M. DISCUSSION / ACTION:

### M.1. Measure Q Bond Audit

- The District is required to annually conduct an external audit of the Measure Q Bond funds. The audit is complete and there are no exceptions noted. We will be having a final Bond Oversight Committee meeting in April to finalize the expenditure of all Bond Funds and will create a final report at that time.
- **Motion** to approve the Measure Q Bond Audit by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

### M.2. PUBLIC HEARING: Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
  - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”
- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.3. PUBLIC HEARING: Public Disclosure for Classified/Certificated/Administrative/School Psychologist & Confidential Employees Stipend for 2021-2022

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
  - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”
- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.4. PUBLIC HEARING: Public Disclosure for Classified Retirement Compensation for 2021-2022

- Assembly Bill (AB) 1200 requires local education agencies to publicly disclose the provisions of all collective bargaining agreements before entering into a written agreement. Government Code (G.C.) Section 3547.5 states:
  - “Before a public employer enters into a written agreement with an exclusive representative covering matters within the scope of representation, the major provisions of the agreement, including, but not limited to, the costs that would be incurred by the public school employer under the agreement for the current and subsequent fiscal years, shall be disclosed at a public meeting of the public school employer . . .”
- The intention is to ensure that the public is aware of the known costs associated with a proposed collective bargaining agreement before it becomes binding on the district.
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.5. PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

- Long Valley Teachers Association and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:
- Public Hearing was opened
- No input was given
- Public Hearing was closed

M.6. Approval of Memorandum of Understanding(s) and Tentative Agreements regarding LVTA 2020-2023 Contract

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with LVTA by Meagen Hedley, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.7. PUBLIC HEARING: Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

- The district has been meeting with CSEA Chapter 80 in bargaining both changes and agreements for the 2021-2024 contract. CSEA Chapter 80 and Laytonville Unified School District agreed to the following pending analysis by the Mendocino County Office of Education:
  - Public Hearing was opened
  - No input was given
  - Public Hearing was closed

M.8. Approval of Memorandum of Understanding(s) and Tentative Agreements regarding Contract with CSEA Chapter 80 for 2021-2024

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with CSEA by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.9. PUBLIC HEARING: Agreement regarding Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

- It is customary to increase the principal's, confidential employee's and school psychologist's salary schedules to reflect the same percentage as the agreed upon increase for certificated employees as well as the stipend they are receiving.
- Public Hearing was opened
- Stacey Patton said the teachers received a 3, 2, 1% increase but it says for the confidential salary schedule it is a 3% increase all the way across. Mrs. Potter said there are items that they don't have that certificated staff do have like professional development. The principal's salary schedule starts at 3% but then it goes to 1% at step 9. The school psychologist starts at 3% and then goes down to 1.5% steps 6 -15. There are no columns that they can move down on the salary schedule. They only have the opportunity to move across on the salary schedule. Stacey wanted to know what the A, B, C, D and E mean on the confidential salary schedule. Mrs. Potter said it is longevity and A is 10 years and then it goes up every 5 years after that. Stacey said thank you for clarifying that information.
- Public Hearing was closed



M.10. Approval of Administrative/School Psychologist & Confidential Employees Salary Schedules for 2022-2023 and Stipend for 2021-2022

- We have conducted Public Hearings regarding the Public Disclosure and the contents of the agreements. The district has reviewed the budget and budget projections and feel that the agreements are well deserved and feasible.
- **Motion** to approve the agreements with Administrative/School Psychologist & Confidential Employees by Mat Paradis, seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M.11. Resolution No. 625 for Education Protection Account Requirements

- “Pursuant to Article XIII, Section 36 of the California Constitution, school districts, county offices of education, and community college districts are required to determine how the money received from the Education Protection Account are spent in the school or schools within its jurisdiction, provided that the governing board makes the spending determinations in an open session of a public meeting. The language in the constitutional amendment requires that funds shall not be used for the salaries or benefits of administrators or any other administrative costs... There is also a requirement that districts must annually post on its website an accounting of how much money was received from EPA and how that money was spent.” We have budgeted these funds to be used for teacher’s salaries.
- **Motion** to adopt Resolution No. 625 for Education Protection Account by Meagen Hedley, Seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.12. Resolution No. 626 and Resolution No. 627 for Classified Employee’s Week and Teacher Appreciation Day

- May is the traditional month for honoring school employees. The Governing Board has asked that we recognize the hard work, dedication and caring all staff provide to the students of our community.
- Resolution No. 626 recognizes our classified staff and declares the week of May 15th – 21st to be Classified Employees Week.
- Resolution No. 627 recognizes our teachers and declares the week of May 2nd – 6th as Teacher Appreciation Week and the day of Tuesday, May 11, 2022 as the Day of the Teacher in the Laytonville Unified School District.
- The School Site Councils, the Board and the community traditionally celebrate these days and honor our employees by providing a delightful buffet.
- **Motion** to adopt Resolution No. 626 recognizing Classified Employee’s Week and Resolution No. 627 recognizing Teacher Appreciation Day by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.13. Resolution No. 628 for Specification of Election Order

- Education Code Section 5304 requires that Governing Boards order elections and identify the process for resolving the votes. Ed Code 5322 Specifies that Governing Boards deliver a resolution known as the “Specification of Elections Order” to the County Superintendent and Ed Code 5340 requires that school board elections be consolidated with other elections in the County. The election timeline is list below:

- **Candidate Filing Dates:** July 18, 2022 – August 12, 2022
- **Sample Ballots Mailed Out:** September 9, 2022
- **Ballots Mailed Out:** October 10, 2022
- **Election:** November 8, 2022
- **Expiration of term:** December 11, 2026
- **Motion** to adopt Resolution No. 628 for the Specification of Election Order by Meagen Hedley, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.14. Approval of 2022/2023 and 2023/2024 School Year Calendars

- Calendars were proposed for the 2022/2023 and 2023/2024 school years. The District Advisory Committee, Site Councils, Staff and parent representatives were involved in the calendar development process.
- **Motion** to approve the 2022/2023 and 2023/2024 school year calendars by Mat Paradis, seconded by Erin Gamble, unanimously approved with a 4-0 vote.

M.15. BP & AR 6020 for Title I Parent Involvement Policies, Second Reading/Approval

- At our meeting on March 3, 2022 the Board reviewed the Board Policy and Administrative Regulation 6020 for Title I Parent Involvement Policies. These policies were reviewed by Site Council and there were no suggested changes. The BP and AR were attached for a second reading.
- **Motion** to approve the BP & AR 6020 for Title I Parent Involvement Policies by Erin Gamble, seconded by Mat Paradis, unanimously approved with a 4-0 vote.

M.16. School Level Parent Involvement Plan, Student/Parent Compact

- Our Board Policy and Administrative Regulations 6020 require that Title I schools have parent involvement policies and procedures, including school-parent compacts that participating parents and school staff agree to abide by. The Principals reviewed their policies and compacts.
- **Motion** to approve the school level policies and school/parent compacts with the changes presented and the understanding that they may be modified from time to time and reviewed by the Board on an annual basis by Erin Gamble, Seconded by Meagen Hedley, unanimously approved with a 4-0 vote.

M.17. Annual Review: BP 6145 – Extra and Co-curricular Activities

- Education Code Section 35160.5 calls for an annual review of the District’s extracurricular polices. These are found in BP 6145 and AR 6145 which are attached. Both of these policies remain pertinent to the program. School sites are making efforts to ensure that everyone is aware of and adhering to these policies.
- Lorre said Site Council had a change to AR 6145. They added to the end of the sentence under Academic Progress, Item 2 “or an average of 2 on the 6-8 report card with no zeroes.”
- We will bring AR 6145 back to the May meeting for a second reading and approval with the suggested change

**N. ITEMS BOARD MEMBERS WISH ON FUTURE AGENDAS:** None

**O. COMMENTS FROM THE BOARD:** Meagen wanted to thank everyone for the work they've done on the contracts and thanks for everything that everybody does every day. Mat would like to echo the congratulations on wrapping up the negotiations. Erin said thank you to Joanie and everyone working with her.

**P. ADJOURNMENT:**

**Motion** to adjourn the meeting by Erin Gamble, seconded by Meagen Hedley, unanimously approved with a 4-0 vote. The meeting was adjourned at 7:26 p.m. The next regular meeting will be held on May 19, 2022.

Respectfully submitted,

Adopted as Final  
May 19, 2022

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Joan Viada Potter  
Secretary to the Board

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Calvin Harwood  
President of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MINUTES OF THE SPECIAL MEETING OF MAY 4, 2022**

**A. CALL TO ORDER/ROLL CALL:**

The Governing Board of the Laytonville Unified School District held a Special Meeting in the District Board Room on May 4, 2022. Board Clerk Meagen Hedley called the meeting to order at 8:37 a.m.

**ROLL CALL:**

Trustees Present: Meagen Hedley, Erin Gamble, & Elina Agnoli

Administrators Present: Joan Potter

**B. ACCEPTANCE OF AGENDA:**

- **Motion** to approve the Agenda by Erin Gamble, Seconded by Elina Agnoli, unanimously approved with a 3-0 vote.

**C. PUBLIC INPUT:** None

**D. DISCUSSION / ACTION:**

D.1. Final Action on Resolution 629 and Decision Not to Reemploy Classified Employees for the 2022-2023 School Year

- The Board took final action to adopt Resolution 629 and Decision Not to Reemploy Classified Employees for the 2022-2023 School Year before May 14<sup>th</sup>. The resolution is to layoff the following position:
  - Preschool Assistant (1 position) – 3.0 hours/day position
- **Motion** to approve the Resolution 629 Decision Not to Reemploy Classified Employees for the 2022-2023 School Year by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 3-0 vote.

**E. ADJOURNMENT:**

**Motion** to adjourn the meeting by Elina Agnoli, seconded by Erin Gamble, unanimously approved with a 3-0 vote. The meeting was adjourned at 8:41 a.m. The next regular meeting will be held on May 19, 2022.

Respectfully submitted,

Adopted as Final  
May 19, 2022

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Joan Viada Potter  
Secretary to the Board

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Meagen Hedley  
Clerk of the Board



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**PERSONNEL ASSIGNMENT ORDER #10 2021/22**

May 19, 2022

<u>Employment Position</u>	<u>Status</u>	<u>Salary</u>	<u>Effective</u>
<u>Certificated Appointment</u>			
<u>Certificated Resignation</u>			
<u>Certificated Layoff</u>			
<u>Certificated Leave of Absence</u>			
<u>Certificated Transfer</u>			
<u>Classified Appointment</u>			
<u>Classified/Confidential Appointment</u>			
<u>Classified/Confidential Resignation</u>			
<u>Classified/Confidential Reduction</u>			
<u>Classified Transfer</u>			
<u>Classified Resignation/Retirement</u>			
<u>Classified Termination</u>			
<u>Classified Layoff</u>			
<u>Coaching Positions</u>			





**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**REVOLVING CASH FUND #10 2021/2022**

May 19, 2022

<u>DATE</u>	<u>CHECK #</u>	<u>PAYEE</u>	<u>REFERENCE</u>	<u>AMOUNT</u>
4/5/22	2206	Jesus Lopez	Soccer Referee	\$50.00
4/28/22	2207	Jesus Lopez	Soccer Referee	\$50.00
5/3/22	2208	U.S.P.S.	Postage/Stamps	\$124.80
5/3/22	2209	Jesus Lopez	Soccer Referee	\$50.00
5/4/22	2210	Elijah Howard	Soccer Referee	\$50.00
5/6/22	2211	Jesus Lopez	Soccer Referee	\$50.00
5/11/22	2212	U.S.P.S.	Postage/Stamps	\$8.16
5/11/22	2213	Jesus Lopez	Soccer Referee	\$50.00
5/12/22	2214	Bear River Band of Rohnerville Rancheria	Native American Day	\$1,200.00
5/12/22	2215	Annette Campbell	Native American Day	\$150.00
5/12/22	2216	Kendra Campbell	Native American Day	\$150.00
5/12/22	2217	Aimie Lucas	Native American Day	\$150.00
5/12/22	2218	Martin Martinez	Native American Day	\$175.00
5/12/22	2219	Carry Sloan	Native American Day	\$250.00
5/12/22	2220	Atta Stevenson	Native American Day	\$150.00
5/12/22	2221	Jeff Sloan	Native American Day	\$200.00



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**WARRANT LIST**  
 May 19, 2022

<b>Checks Dated 03/31/2022 through 05/11/2022</b>					
<b>Check Number</b>	<b>Check Date</b>	<b>Pay to the Order of</b>	<b>Fund-Object</b>	<b>Expensed Amount</b>	<b>Check Amount</b>
732143	03/31/2022	HANSEN, TORREY A	01-4300		157.91
732144	03/31/2022	HAWKINS, KONSTANCE K	01-4300		61.27
732145	03/31/2022	VAN LOAN, LINDSEY S	01-5200		54.64
732146	03/31/2022	VANDERMARK, WILLIAM G	01-4300		33.13
732147	03/31/2022	CAUGHRON III, IRA	01-5800		292.50
732148	03/31/2022	CDW GOVERNMENT INC.	01-4300	250.25	
			01-4400	8,769.33	9,019.58
732149	03/31/2022	CLOVER STORNETTA FARMS INC.	13-4700		299.00
732150	03/31/2022	LAYTONVILLE UNIFIED REVOLVING	01-5800	50.00	
			01-5904	74.24	124.24
732151	03/31/2022	LONG VALLEY MARKET	01-4300		314.32
732152	03/31/2022	MENDES SUPPLY COMPANY	01-4300		668.80
732153	03/31/2022	PETERSON	01-5600		515.33
732154	03/31/2022	STAPLES CREDIT PLAN	01-4300		242.66
732155	03/31/2022	TIM HURT	13-4700		500.00
732156	03/31/2022	WEX BANK	01-4361		815.05
732548	04/07/2022	A-Z BUS SALES INC	01-4364		283.71
732549	04/07/2022	ADVANCED SECURITY SYSTEMS	01-5600		486.76
732550	04/07/2022	CAUGHRON III, IRA	01-5800		292.50
732551	04/07/2022	CDW GOVERNMENT INC.	01-4300	2,513.21	
			01-4400	1,202.41	3,715.62
732552	04/07/2022	CLOVER STORNETTA FARMS INC.	13-4700		368.30
732553	04/07/2022	FOLLETT CONTENT SOLUTIONS	01-4100		216.44
732554	04/07/2022	LAYTONVILLE UNIFIED REVOLVING	01-5800		35.00
732555	04/07/2022	LONG VALLEY AUTO SUPPLY	01-4300		11.10
732556	04/07/2022	LONG VALLEY MARKET	01-4300	163.61	
			13-4300	41.12	204.73
732557	04/07/2022	MENDES SUPPLY COMPANY	01-4300		72.07
732558	04/07/2022	MENDOCINO CTY YOUTH PROJECT	01-5800		6,078.00
732559	04/07/2022	SOLID WASTE OF WILLITS	01-5540		1,002.45
732560	04/07/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		2,312.65
732561	04/07/2022	WAKE MECHANICAL SERVICES	13-5600		330.00
732968	04/14/2022	VANDERMARK, WILLIAM G	01-4300		45.35
732969	04/14/2022	BUSINESS CARD, BANK OF AMERICA	01-4100	130.17	
			01-4300	61.30	
			01-4365	1.25	
			01-5800	765.39	
			14-4300	797.74	1,755.85
732970	04/14/2022	CALIF. DEPT. OF TAX & FEE ADM.	01-4361		9.00
732971	04/14/2022	CAUGHRON III, IRA	01-5800		292.50
732972	04/14/2022	CLOVER STORNETTA FARMS INC.	13-4700		355.00
732973	04/14/2022	COMFORTAIR HEATING/COOLING	01-5600		321.71
732974	04/14/2022	FEIGON, JOSEPH	01-5600		1,991.62
732975	04/14/2022	FERRELLGAS	01-5520		2,377.76
732976	04/14/2022	FRONTIER	01-5903		334.35

Checks Dated 03/31/2022 through 05/11/2022					
Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
732977	04/14/2022	LAYTONVILLE WATER DISTRICT	01-5530		520.76
732978	04/14/2022	LONG VALLEY MARKET	01-4300		72.17
732979	04/14/2022	MENDES SUPPLY COMPANY	01-4300		59.83
732980	04/14/2022	MOODY, MIKE	01-5600		244.62
732981	04/14/2022	PACIFIC GAS & ELECTRIC	01-5510		12,106.13
732982	04/14/2022	SOLID WASTE OF WILLITS	01-5540		168.00
732983	04/14/2022	SYSKO FD SCVS OF SAN FRANCISCO	13-4700		1,535.05
732984	04/14/2022	UKIAH PAPER SUPPLY	13-4300		275.66
732985	04/14/2022	WORLD BOOK DIRECT MARKETING	01-4300		56.40
732986	04/14/2022	XEROX CORPORATION	01-5600		677.15
733374	04/21/2022	ELLINGSON, HEATHER R	01-4300		141.03
733375	04/21/2022	ROGERS, JUSTICE J	01-5540		112.02
733376	04/21/2022	B & B INDUSTRIAL SUPPLY INC	01-4300		1,423.88
733377	04/21/2022	DEPARTMENT OF JUSTICE ACCOUNTING OFFICE	01-5814		224.00
733378	04/21/2022	EUREKA OXYGEN	01-4300		59.33
733379	04/21/2022	FRONTIER	01-5903	2,801.73	
			13-5903	53.79	2,855.52
733380	04/21/2022	KELLEY AUTOMOTIVE	01-5600		1,120.00
733381	04/21/2022	LAYTONVILLE UNIFIED REVOLVING	01-5800		50.00
733382	04/21/2022	LONG VALLEY MARKET	01-4300		173.41
733383	04/21/2022	PESI INC.	01-5200		439.99
733384	04/21/2022	TAG/AMS INC	01-5800		82.50
733385	04/21/2022	THE OBSERVER	01-4300		90.00
733386	04/21/2022	WEATHERTOP NURSERY	01-4300	52.70	
			14-4300	398.26	450.96
733387	04/21/2022	WILLITS POWER & HARDWARE	01-4300		165.83
733887	04/28/2022	VANDERMARK, WILLIAM G	01-4300		84.53
733888	04/28/2022	AMAZON	01-4300		2,115.57
733889	04/28/2022	ARROW BENEFITS GROUP	68-5600	162.75	
			69-5600	82.00	244.75
733890	04/28/2022	CAUGHRON III, IRA	01-5800		234.00
733891	04/28/2022	CHRISTY WHITE	35-5801		3,000.00
733892	04/28/2022	COMFORTAIR HEATING/COOLING	01-5600		270.63
733893	04/28/2022	FERRELLGAS	01-5520		3,129.00
733894	04/28/2022	FORT BRAGG PLUMBING	13-5600		445.50
733895	04/28/2022	FRONTIER	01-5903		113.27
733896	04/28/2022	LAYTONVILLE UNIFIED REVOLVING	01-2200		6.72
733897	04/28/2022	LONG VALLEY MARKET	01-4300		18.32
733898	04/28/2022	MENDES SUPPLY COMPANY	01-4300		29.86
733899	04/28/2022	MENDOCINO COUNTY OFFICE OF ED	01-5200		110.00
733900	04/28/2022	SCHOOL SAVERS	01-4300		1,500.52
733901	04/28/2022	SCHOOL SERVICE INC	01-4300		110.49
733902	04/28/2022	SCHOOL SPECIALTY	01-4300		601.93
733903	04/28/2022	STAPLES CREDIT PLAN	01-4300		183.33

**Checks Dated 03/31/2022 through 05/11/2022**

Check Number	Check Date	Pay to the Order of	Fund-Object	Expensed Amount	Check Amount
733904	04/28/2022	WEX BANK	01-4361		1,031.57
733905	04/28/2022	XEROX CORPORATION	01-5600		41.91
734351	05/05/2022	POTTER, JOAN V	01-4300		74.32
734352	05/05/2022	ARKIN, IZMAEL	01-5800		5,492.50
734353	05/05/2022	BEACOM CONSTRUCTION CO	01-5800		390.00
734354	05/05/2022	CASH CARPET SERVICE	14-5600		7,200.00
734355	05/05/2022	CAUGHRON III, IRA	01-5800		292.50
734356	05/05/2022	CDE	13-4700		162.45
734357	05/05/2022	CDW GOVERNMENT INC.	01-5800		282.00
734358	05/05/2022	CLOVER STORNETTA FARMS INC.	13-4700		746.19
734359	05/05/2022	LAYTONVILLE UNIFIED REVOLVING	01-5800		50.00
734360	05/05/2022	LONG VALLEY AUTO SUPPLY	01-4362		84.10
734361	05/05/2022	LONG VALLEY MARKET	01-4300		44.18
734362	05/05/2022	MENDES SUPPLY COMPANY	01-4300		2,613.57
734363	05/05/2022	MENDOCINO COUNTY OFFICE OF ED	01-5800		447.55
734364	05/05/2022	REDWOOD COAST FUELS	01-4362		524.66
734365	05/05/2022	SYSCO FD SCVS OF SAN FRANCISCO	13-4700		2,383.82
<b>Total Number of Checks</b>				<b>95</b>	<b>93,154.88</b>

**Fund Recap**

Fund	Description	Check Count	Expensed Amount
01	GENERAL FUND	80	71,705.60
13	CAFETERIA SPECIAL REVENUE FU	14	9,808.53
14	DEFERRED MAINTENANCE	3	8,396.00
35	COUNTY SCHOOL FACILITIES	1	3,000.00
68	SELF-INSURANCE (dental)	1	162.75
69	SELF-INSURANCE (vision)	1	82.00
<b>Total Number of Checks</b>		<b>95</b>	<b>93,154.88</b>
<b>Less Unpaid Tax Liability</b>			<b>.00</b>
<b>Net (Check Amount)</b>			<b>93,154.88</b>



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**MONTHLY BUDGET REPORT**

May 19, 2022

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Fund 01 - GENERAL</b>						
9000		2,610,497.55	3,171,558.60	42,928.70	3,214,487.30	3,171,558.60
<b>Total for Starting Balance accounts</b>		<b>2,610,497.55</b>	<b>3,171,558.60</b>	<b>42,928.70</b>	<b>3,214,487.30</b>	<b>3,171,558.60</b>
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	6,224,969.25	6,865,237.56		5,160,327.75	1,704,909.81
<b>Total for Revenue accounts</b>		<b>6,224,969.25</b>	<b>6,865,237.56</b>		<b>5,160,327.75</b>	<b>1,704,909.81</b>
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
1000	Certificated Salaries	2,245,291.74	2,161,284.64	350,193.33	1,706,117.08	104,974.23
2000	Classified Salaries	1,203,722.58	1,281,956.75	173,854.49	928,511.50	179,590.76
3000	Employee Benefits	1,707,556.33	1,638,754.41	241,275.77	1,164,473.66	233,004.98
4000	Books and Supplies	404,443.98	573,289.04	13,727.67	392,616.33	166,945.04
5000	Services	705,009.78	777,424.96	55,004.04	522,962.88	199,458.04
6000	Capital Outlay	11,200.00	222,892.00	8,900.00	15,492.00	198,500.00
7000	Other Outgo	61,357.28	61,357.28		4,674.00	56,683.28
<b>Total for Expense accounts</b>		<b>6,338,581.69</b>	<b>6,716,959.08</b>	<b>842,955.30</b>	<b>4,734,847.45</b>	<b>1,139,156.33</b>
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		2,496,885.11	3,319,837.08	871,919.21	1,714,874.51	842,955.30
<b>Total for Ending Balance accounts</b>		<b>2,496,885.11</b>	<b>3,319,837.08</b>	<b>871,919.21</b>	<b>1,714,874.51</b>	<b>842,955.30</b>
<b>Total for Fund 01</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	3,171,558.60	6,865,237.56		6,716,959.08	3,319,837.08	
Actual	3,171,558.60	5,160,327.75	842,955.30	4,734,847.45	2,754,083.60	
<b>Fund 08 - ASB FUNDS</b>						
9000				5,848.25	46,225.15	40,376.90
<b>Total for Fund 08 and Starting Balance accounts</b>		<b>.00</b>	<b>.00</b>	<b>5,848.25</b>	<b>46,225.15</b>	<b>40,376.90</b>
<b>Fund 12 - CHILDDEV</b>						
9000		22,994.73	25,766.32	8,578.41	34,344.73	25,766.32
<b>Total for Starting Balance accounts</b>		<b>22,994.73</b>	<b>25,766.32</b>	<b>8,578.41</b>	<b>34,344.73</b>	<b>25,766.32</b>
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	163,366.00	163,366.00		137,481.32	25,884.68

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance	
<b>Fund 12 - CHILDDEV (continued)</b>						
Total for Revenue accounts		163,366.00	163,366.00	137,481.32	25,884.68	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	80,469.51	85,921.66	14,136.48	69,192.43	2,592.75
3000	Employee Benefits	41,711.20	41,259.52	7,258.54	32,676.46	1,324.52
4000	Books and Supplies	20,901.29	15,900.82		514.81	15,386.01
5000	Services	12,484.00	12,484.00		484.00	12,000.00
7000	Other Outgo	7,800.00	7,800.00			7,800.00
Total for Expense accounts		163,366.00	163,366.00	21,395.02	102,867.70	39,103.28
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		22,994.73	25,766.32	1,035.00	22,430.02	21,395.02
Total for Ending Balance accounts		22,994.73	25,766.32	1,035.00	22,430.02	21,395.02
<b>Total for Fund 12</b>						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	25,766.32	163,366.00		163,366.00	25,766.32	
Actual	25,766.32	137,481.32	21,395.02	102,867.70	38,984.92	
<b>Fund 13 - CAFETRIA</b>						
9000		250.00	250.00		250.00	250.00
Total for Starting Balance accounts		250.00	250.00	.00	250.00	250.00
Object	Description	Adopted Budget	Revised Budget	Revenue	Account Balance	
8000	Revenue Limit (Summary)	195,750.00	194,533.80	103,779.73	90,754.07	
Total for Revenue accounts		195,750.00	194,533.80	103,779.73	90,754.07	
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
2000	Classified Salaries	66,991.18	61,384.87	10,548.51	48,397.82	2,438.54
3000	Employee Benefits	38,544.07	37,608.70	6,637.90	30,136.46	834.34
4000	Books and Supplies	85,114.75	90,440.23	4,871.78	52,044.24	33,524.21
5000	Services	5,350.00	5,350.00	192.29	3,565.21	1,592.50
Total for Expense accounts		196,000.00	194,783.80	22,250.48	134,143.73	38,389.59
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000				58,719.93	80,970.41	22,250.48



Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Fund 13 - CAFETRIA (continued)</b>						
Total for Ending Balance accounts		.00	.00	58,719.93	80,970.41	22,250.48
<b>Total for Fund 13</b>						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	250.00	194,533.80		194,783.80	.00	
Actual	250.00	103,779.73	22,250.48	134,143.73	52,364.48-	
<b>Fund 14 - DEF MANT</b>						
9000				65.34	65.34	.00
Total for Starting Balance accounts		.00	.00	65.34	65.34	.00
<b>Object Description Adopted Budget Revised Budget Revenue Account Balance</b>						
8000	Revenue Limit (Summary)	59,010.28	59,010.28		53.81-	59,064.09
Total for Revenue accounts		59,010.28	59,010.28		53.81-	59,064.09
<b>Object Description Adopted Budget Revised Budget Encumbered Expenditure Account Balance</b>						
4000	Books and Supplies		6,074.24		5,362.13	712.11
5000	Services	19,603.00	43,603.00		41,369.73	2,233.27
6000	Capital Outlay	39,333.04	9,333.04		32,630.00-	41,963.04
Total for Expense accounts		58,936.04	59,010.28	.00	14,101.86	44,908.42
<b>Object Description Adopted Budget Revised Budget Debit Credit Account Balance</b>						
9000		74.24		45,455.00	45,455.00	.00
Total for Ending Balance accounts		74.24	.00	45,455.00	45,455.00	.00
<b>Total for Fund 14</b>						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
Budgeted	.00	59,010.28		59,010.28	.00	
Actual	.00	53.81-	.00	14,101.86	14,155.67-	
<b>Fund 15 - P/TRN EQ</b>						
9000			45,412.45		45,412.45	45,412.45
Total for Starting Balance accounts		.00	45,412.45	.00	45,412.45	45,412.45
9000			45,412.45			.00
Total for Ending Balance accounts		.00	45,412.45	.00	.00	.00

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Total for Fund 15</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	45,412.45					45,412.45
Actual	45,412.45					45,412.45
<b>Fund 21 - BLDG BND</b>						
9000				1,061,334.44	1,061,334.44	.00
	<b>Total for Starting Balance accounts</b>	<u>.00</u>	<u>.00</u>	<u>1,061,334.44</u>	<u>1,061,334.44</u>	<u>.00</u>
<b>Fund 21 - Revenue</b>						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)				1.63	1.63-
	<b>Total for Revenue accounts</b>	<u>.00</u>	<u>.00</u>		<u>1.63</u>	<u>1.63-</u>
<b>Total for Fund 21</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>		<u>= Calculated Ending Balance</u>
Budgeted	.00	.00				.00
Actual	.00	1.63				1.63
<b>Fund 35 - CNTY FAC</b>						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			1,528,681.89		1,528,681.89	1,528,681.89
	<b>Total for Starting Balance accounts</b>	<u>.00</u>	<u>1,528,681.89</u>	<u>.00</u>	<u>1,528,681.89</u>	<u>1,528,681.89</u>
<b>Fund 35 - Revenue</b>						
Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)		7,000.00		6,261.77	738.23
	<b>Total for Revenue accounts</b>	<u>.00</u>	<u>7,000.00</u>		<u>6,261.77</u>	<u>738.23</u>
<b>Fund 35 - Expense</b>						
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services				3,000.00	3,000.00-
6000	Capital Outlay		610,000.00		536,839.26	73,160.74
	<b>Total for Expense accounts</b>	<u>.00</u>	<u>610,000.00</u>	<u>.00</u>	<u>539,839.26</u>	<u>70,160.74</u>
<b>Fund 35 - Ending Balance</b>						
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000			925,681.89	544,775.00	544,775.00	.00
	<b>Total for Ending Balance accounts</b>	<u>.00</u>	<u>925,681.89</u>	<u>544,775.00</u>	<u>544,775.00</u>	<u>.00</u>

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Total for Fund 35</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	1,528,681.89	7,000.00		610,000.00	925,681.89	
Actual	1,528,681.89	6,261.77	.00	539,839.26	995,104.40	
<b>Fund 40 - SPRES CP</b>						
9000		106,284.47	100,990.08	39,165.73	140,155.81	100,990.08
<b>Total for Starting Balance accounts</b>		<b>106,284.47</b>	<b>100,990.08</b>	<b>39,165.73</b>	<b>140,155.81</b>	<b>100,990.08</b>
<b>Object</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>		<b>Revenue</b>	<b>Account Balance</b>
8000	Revenue Limit (Summary)	17,500.00	13,500.00		9,769.44	3,730.56
<b>Total for Revenue accounts</b>		<b>17,500.00</b>	<b>13,500.00</b>		<b>9,769.44</b>	<b>3,730.56</b>
<b>Object</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Encumbered</b>	<b>Expenditure</b>	<b>Account Balance</b>
4000	Books and Supplies	234.09	234.09		13.00	221.09
5000	Services	5,884.24	5,884.24		635.51	5,248.73
6000	Capital Outlay	11,381.67	1,050.00		1,050.00	.00
<b>Total for Expense accounts</b>		<b>17,500.00</b>	<b>7,168.33</b>	<b>.00</b>	<b>1,698.51</b>	<b>5,469.82</b>
<b>Object</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Debit</b>	<b>Credit</b>	<b>Account Balance</b>
9000		106,284.47	107,321.75	1,715.00	1,715.00	.00
<b>Total for Ending Balance accounts</b>		<b>106,284.47</b>	<b>107,321.75</b>	<b>1,715.00</b>	<b>1,715.00</b>	<b>.00</b>
<b>Total for Fund 40</b>						
	<u>Starting Balance</u>	<u>+ Revenues</u>	<u>- Encumbrances</u>	<u>- Expenditures</u>	<u>= Calculated Ending Balance</u>	
Budgeted	100,990.08	13,500.00		7,168.33	107,321.75	
Actual	100,990.08	9,769.44	.00	1,698.51	109,061.01	
<b>Fund 67 - SELF INS</b>						
9000		44,513.24	44,940.53		44,940.53	44,940.53
<b>Total for Starting Balance accounts</b>		<b>44,513.24</b>	<b>44,940.53</b>	<b>.00</b>	<b>44,940.53</b>	<b>44,940.53</b>
<b>Object</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>		<b>Revenue</b>	<b>Account Balance</b>
8000	Revenue Limit (Summary)				580.82	580.82
<b>Total for Revenue accounts</b>		<b>.00</b>	<b>.00</b>		<b>580.82</b>	<b>580.82</b>
<b>Object</b>	<b>Description</b>	<b>Adopted Budget</b>	<b>Revised Budget</b>	<b>Debit</b>	<b>Credit</b>	<b>Account Balance</b>

**Balances through June** **Fiscal Year 2021/22**

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
<b>Fund 67 - SELF INS (continued)</b>						
9000		44,513.24	44,940.53			.00
<b>Total for Ending Balance accounts</b>		<b>44,513.24</b>	<b>44,940.53</b>	<b>.00</b>	<b>.00</b>	<b>.00</b>

<b>Total for Fund 67</b>						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
<b>Budgeted</b>	44,940.53	.00			44,940.53	
<b>Actual</b>	44,940.53	580.82			45,521.35	

<b>Fund 68 - SFINS 81</b>						
9000		95,311.66	104,970.83		104,970.83	104,970.83
<b>Total for Starting Balance accounts</b>		<b>95,311.66</b>	<b>104,970.83</b>	<b>.00</b>	<b>104,970.83</b>	<b>104,970.83</b>

Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	27,940.00	27,940.00		1,015.26	26,924.74
<b>Total for Revenue accounts</b>		<b>27,940.00</b>	<b>27,940.00</b>		<b>1,015.26</b>	<b>26,924.74</b>

Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
5000	Services	32,240.00	32,240.00	636.77	35,463.75	3,860.52-
<b>Total for Expense accounts</b>		<b>32,240.00</b>	<b>32,240.00</b>	<b>636.77</b>	<b>35,463.75</b>	<b>3,860.52-</b>

Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		91,011.66	100,670.83	3,863.23	4,500.00	636.77
<b>Total for Ending Balance accounts</b>		<b>91,011.66</b>	<b>100,670.83</b>	<b>3,863.23</b>	<b>4,500.00</b>	<b>636.77</b>

<b>Total for Fund 68</b>						
	Starting Balance	+ Revenues	- Encumbrances	- Expenditures	= Calculated Ending Balance	
<b>Budgeted</b>	104,970.83	27,940.00		32,240.00	100,670.83	
<b>Actual</b>	104,970.83	1,015.26		35,463.75	69,885.57	

<b>Fund 69 - SFINS 82</b>						
9000		130,877.44	139,497.75		139,497.75	139,497.75
<b>Total for Starting Balance accounts</b>		<b>130,877.44</b>	<b>139,497.75</b>	<b>.00</b>	<b>139,497.75</b>	<b>139,497.75</b>

Object	Description	Adopted Budget	Revised Budget		Revenue	Account Balance
8000	Revenue Limit (Summary)	7,300.00	7,300.00		904.71	6,395.29
<b>Total for Revenue accounts</b>		<b>7,300.00</b>	<b>7,300.00</b>		<b>904.71</b>	<b>6,395.29</b>

Balances through June						Fiscal Year 2021/22
Object	Description	Adopted Budget	Revised Budget	Encumbered	Expenditure	Account Balance
<b>Fund 69 - SFINS 82 (continued)</b>						
5000	Services	10,800.00	10,800.00	175.50	824.50	9,800.00
<b>Total for Expense accounts</b>		<b>10,800.00</b>	<b>10,800.00</b>	<b>175.50</b>	<b>824.50</b>	<b>9,800.00</b>
Object	Description	Adopted Budget	Revised Budget	Debit	Credit	Account Balance
9000		127,377.44	135,997.75	824.50	1,000.00	175.50
<b>Total for Ending Balance accounts</b>		<b>127,377.44</b>	<b>135,997.75</b>	<b>824.50</b>	<b>1,000.00</b>	<b>175.50</b>
<b>Total for Fund 69</b>						
	<b>Starting Balance</b>	<b>+ Revenues</b>	<b>- Encumbrances</b>	<b>- Expenditures</b>	<b>= Calculated Ending Balance</b>	
Budgeted	139,497.75	7,300.00		10,800.00	135,997.75	
Actual	139,497.75	904.71	175.50	824.50	139,402.46	
<b>Fund 76 - WARR PAS</b>						
9000				406.78	406.78	.00
<b>Total for Starting Balance accounts</b>		<b>.00</b>	<b>.00</b>	<b>406.78</b>	<b>406.78</b>	<b>.00</b>
Object	Description	Adopted Budget	Revised Budget	Revenue		Account Balance
8000	Revenue Limit (Summary)			188.53		188.53-
<b>Total for Revenue accounts</b>		<b>.00</b>	<b>.00</b>	<b>188.53</b>		<b>188.53-</b>
<b>Total for Fund 76</b>						
	<b>Starting Balance</b>	<b>+ Revenues</b>	<b>- Encumbrances</b>	<b>- Expenditures</b>	<b>= Calculated Ending Balance</b>	
Budgeted	.00	.00			.00	
Actual	.00	188.53			188.53	
<b>Total for Org 048 - Laytonville Unified School District</b>						
	<b>Starting Balance</b>	<b>+ Revenues</b>	<b>- Encumbrances</b>	<b>- Expenditures</b>	<b>= Calculated Ending Balance</b>	
Budgeted	5,162,068.45	7,337,887.64		7,794,327.49	4,705,628.60	
Actual	5,202,445.35	5,420,257.15	887,413.07	5,563,786.76	4,171,502.67	



**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
**BUDGET TRANSFERS**

May 19, 2022

**Journal Entry # BT21-00026**

Journal Entry # <b>BT21-00026</b>		Status <b>Posted</b>	Type <b>BudXFer</b>	Fiscal Year <b>2021</b>	Transaction Date <b>04/05/2021</b>
Created <b>SFORD, 4/5/2021</b>		Posted <b>SFORD, 4/5/2021</b>		Department <b>BUSINESS</b>	Batch #
Requisition #		Purchase Order #			
Comment <b>rsc 6012 ASES</b>					
Account #	Comments	Line Seq	Debits	Credits	
01-6012-0-2100-002-1110-4100-0000	rsc 6012 ASES	1		4,000.00	
01-6012-0-2150-002-1110-4100-0000	rsc 6012 ASES	2		2,000.00	
01-6012-0-2300-002-1110-4100-0000	rsc 6012 ASES	3	6,000.00		
<b>JE # BT21-00026 Totals</b>			<b>6,000.00</b>	<b>6,000.00</b>	





**BOARD ACTION ITEM K1**

Board Meeting Date: May19, 2022  
Subject: Students of the Month  
From: Joan Potter, Superintendent

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Explanation:

Mr. Henry and Ms. Stange will present the April Students of the Month for Laytonville High School and Middle School.

Recommendation:

Recognize the Students of the Month and their families



## BOARD ACTION ITEM K2

Board Meeting Date: May 19, 2022  
Subject: Resolution No. 630 for Employee Recognition Award  
From: Joan Potter, Superintendent

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### Explanation:

Once a year the Board of Trustees receives recommendations for the Board's Employee Recognition Awards. Staff, students and community members can recommend employees for the award. The award recipients are recognized with a Board Resolution in their honor, a gift and their name is placed on a perpetual plaque which hangs in the District Office.

We are very pleased to present this year's Employee Recognition Award.

### Recommendation:

Adopt Resolution No. 630 for Employee Recognition Award and recognize the recipient



## BOARD DISCUSSION/ACTION ITEM L1

Board Meeting Date: May 19, 2022  
Subject: Resolution No. 631 for Elimination of Classified 2 Positions  
From: Joan Potter, Superintendent

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### Explanation:

Due to an upcoming retirement of the Library Tech 2 position at Laytonville High School and a resignation of a 0.5 custodial position at the elementary school I am recommending that we do not fill the positions for the 2022- 2023 school year as a cost saving measure. The high school is experiencing marked declines in enrollment and thus less revenue is coming to the district. We have been looking at potential cost saving measures that would least impact student course offerings and feel that not refilling this position fits that need.

We had hired additional custodial time to cover the increased sanitation needs as a result of COVID protocols. As strategies have been revised we are able to fully take care of our custodial needs without refilling the 0.5 position.

### Recommendation:

Approve Resolution No. 631 for Elimination of 2 Classified Positions

### Attachments:

Resolution No. 631 for Elimination of 2 Classified Positions

**BEFORE THE BOARD OF TRUSTEES OF THE  
LAYTONVILLE UNIFIED SCHOOL DISTRICT  
MENDOCINO COUNTY, CALIFORNIA**

In the Matter of the Elimination of Certain )  
Vacant Positions in the Classified ) **RESOLUTION NO. 631**  
Service )

WHEREAS, Laytonville Unified School District (“DISTRICT”) maintains the following positions within the classified/management service:

WHEREAS, due to cause, including lack of work and/or lack of funds and/or for compliance with the seniority requirements of the Education Code, the Board of Trustees hereby finds that it will be necessary to eliminate certain services to the following extent:

1. One 1.0 FTE Library Tech 2, 8.0 hours/day for 10 months.
2. One 0.5 FTE Custodian, 4.0 hours/day for 12 months.

WHEREAS, this position is vacant or will be vacant due to natural attrition, such as retirements or resignations, so no employees are affected by eliminating this position and no notice to employee(s) is required.

NOW, THEREFORE, IT IS RESOLVED by the Board of Trustees that as of the end of the 2021-2022 school year the above-referenced classified positions shall be eliminated by the District to the extent set forth herein.

BE IT FURTHER RESOLVED that, the Superintendent or Superintendent’s designee is authorized and directed to initiate and pursue any procedures necessary eliminate the above-referenced classified positions.

The foregoing Resolution was passed and adopted by the Board of Trustees of the Laytonville Unified School District on May 19, 2022, by the following vote:

AYES: \_\_\_\_\_

NOES: \_\_\_\_\_

ABSENT: \_\_\_\_\_

\_\_\_\_\_  
President, Board of Trustees

I, \_\_\_\_\_, Secretary/Clerk of the Board of Trustees, do hereby certify that the foregoing Resolution was regularly introduced, passed, and adopted by the Board of Trustees of the District at its meeting on \_\_\_\_\_, 2022.

\_\_\_\_\_  
Clerk/Secretary, Board of Trustees





## BOARD DISCUSSION/ACTION ITEM L2

Board Meeting Date: May 19, 2022

Subject: Administrative Regulation 6145 for Extra & Cocurricular Activities, Second Reading/Approval

From: Joan Potter, Superintendent

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### Explanation:

At our meeting on April 7, 2022, the Board reviewed AR 6145 for Extra & Cocurricular Activities. The revised Administrative Regulation is attached for a second reading.

### Recommendation:

Adopt Administrative Regulation 6145 for Extra & Cocurricular Activities

### Attachments:

Revised Administrative Regulation 6145 for Extra & Cocurricular Activities

## **EXTRA CURRICULAR AND COCURRICULAR ACTIVITIES**

### **Definitions**

For purposes of applying eligibility criteria for student participation, extracurricular and cocurricular activities shall be defined as follows: (Education Code 35160.5)

1. *Extracurricular activities* are not part of the regular school curriculum, are not graded, do not offer credit, do not take place during classroom time, and have all of the following characteristics:
  - a. The program is supervised or financed by the school district.
  - b. Students participating in the program represent the school district.
  - c. Students exercise some degree of freedom in the selection, planning, or control of the program.
  - d. The program includes both preparation for performance and performance before an audience or spectators.
2. *Cocurricular activities* are programs that may be associated with the curriculum in a regular classroom.

An activity is not an extracurricular or cocurricular activity if either of the following conditions applies: (Education Code 35160.5)

1. It is a teacher-graded or required program or activity for a course which satisfies the entrance requirements for admission to the California State University or the University of California.  
(*cf. 6143 - Courses of Study*)
2. It is a program that has as its primary goal the improvement of academic or educational achievement of students.

### **Eligibility Requirements**

The grade point average (GPA) used to determine eligibility for extracurricular and cocurricular activities shall be based on grades of the last previous grading period during which the student attended class at least a majority of the time. If a student was not in attendance for all, or a majority of, the grading period due to absences excused by the school for reasons such as serious illness or injury, approved travel, or work, the GPA used to determine eligibility shall be the grading period immediately prior to the excluded grading period(s). (Education Code 35160.5)

(*cf. 5113 - Absences and Excuses*)

## **EXTRACURRICULAR AND COCURRICULAR ACTIVITIES** (continued)

When a student becomes ineligible to participate in extracurricular or cocurricular activities in the upcoming grading period, or when he/she is subject to probation, the principal or designee shall provide written notice to the student and his/her parent/guardian.

Participation in extra or cocurricular activities as defined in Board Policy 6145 requires satisfactory academic progress and good citizenship.

### **Academic Progress**

Satisfactory academic progress means:

1. Maintaining progress toward meeting all high school graduation requirements
2. Earning a minimum 2.0 GPA on a 4.0 scale and passing all classes during the previous grading period **or an average of 2 on the 6-8 report card with no zeroes.**
3. Receiving a satisfactory eligibility report prior to an event or competition

High school graduation requirements refers to the credits required for graduation, examinations and attendance. A grading period is one quarter and the previous grading period refers to the quarter prior to the activity. If a student was absent during the previous quarter due to serious illness or injury, or approved travel or work, the quarter immediately prior to that one shall serve as the eligibility period.

Students may request and may be granted an academic probationary waiver once during middle school and once during high school.

### **Good Citizenship**

Good citizenship means demonstrating a positive attitude, having respect for oneself, for others and for the community. The school will restrict or revoke a student's extracurricular eligibility if the student violates expected standards of behavior. In addition, students who violate Education Code 48900 (c) which deals with controlled substances such as alcohol and other drugs, or who violate other provisions of Education Code Section 48900 and receive a school suspension of five days, or who habitually disrupt school activities, will be restricted from extracurricular privilege as follows:

1. 6–12: Restriction for a period of 30 school days (5+15+10) which includes: five school days of suspension, plus 15 school days of restriction from all activities and then a 10 school day reintegration period during which time the student may return to the team or activity for practice, but not for competition; students who return to their activity are subject to the coach's discretion for their assignment.

**EXTRA CURRICULAR AND COCURRICULAR ACTIVITIES** (continued)

2. Students will not participate in an extra or cocurricular event if:
  - a. absent the day of an event (or the preceding day if the event is on a non-school day) unless the excused absence was for a doctor's appointment or funeral or the absence had received prior approval from the principal
  - b. suspended from school during the day of the event
  - c. assigned detentions or in-house suspensions are not completed prior to the event
  - d. eligibility reports from teachers are marked unsatisfactory prior to the event

**Other Training Rules and Behavioral Expectations**

The principals, in collaboration with coaches, advisors and the Athletic and Activity Directors will develop procedures which provide consistent training and behavioral expectations for all activity participants. The procedures will address the issues of respect, teamwork, practices, rehearsals, attendance, behavior, progress reports, detentions and suspensions.

Regulation

approved: January 11, 1990

revised: May 15, 2003

revised: June 16, 2011

revised: June 21, 2012

revised: June 6, 2013

revised: June 5, 2014

revised: June 27, 2019

revised: May 19, 2022

**LAYTONVILLE UNIFIED SCHOOL DISTRICT**  
Laytonville, California

**BOARD DISCUSSION/ACTION ITEM L3**

Board Meeting Date: May 19, 2022  
Subject: Annual Review: Board Policy & Exhibit 5132 – Dress Codes  
From: Joan Potter, Superintendent

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Explanation:

Education Code Section 35183 provides for school dress codes that address gang related attire and school safety. BP 5132 and Exhibit 5132 outline the dress code for the district. They require an annual review by the Board. Mr. Henry and Ms. Stange will share the school community’s thoughts related to the current policy.

Recommendation:

Review BP & E 5132 – Dress Codes

Attachments:

BP & E 5132 – Dress Codes

## **DRESS AND GROOMING**

The Board of Trustees believes that appropriate dress and grooming contribute to a productive learning environment. The Board expects students to wear clothing that is suitable for the school activities in which they participate. Students shall not wear clothing that presents a health or safety hazard or is likely to cause a substantial disruption to the educational program.

*(cf. 4119.22/4219.22/4319.22 - Dress and Grooming)*

District and school rules pertaining to student attire shall be included in student handbooks, may be posted in school offices and classrooms, and may be periodically reviewed with all students as necessary.

Students shall not be prohibited from dressing in a manner consistent with their gender identity or gender expression or with their religious or cultural observance.

*(cf. 5145.3 - Nondiscrimination/Harassment)*  
*(cf. 5145.7 - Sexual Harassment)*

The principal or designee is authorized to enforce this policy and shall inform any student who does not reasonably conform to the dress code. The dress code shall not be enforced in a manner that discriminates against a particular viewpoint or results in a disproportionate application of the dress code based on students' gender, sexual orientation, race, ethnicity, household income, or body type or size.

*(cf. 0410 - Nondiscrimination in District Programs and Activities)*  
*(cf. 0415 - Equity)*  
*(cf. 5145.2 - Freedom of Speech/Expression)*

School administrators, teachers, and other staff shall be notified of appropriate and equitable enforcement of the dress code.

*(cf. 4131 - Staff Development)*  
*(cf. 4231 - Staff Development)*  
*(cf. 4331 - Staff Development)*

When practical, students shall not be directed to correct a dress code violation during instructional time or in front of other students.

Repeated violations or refusal to comply with the district's dress code may result in disciplinary action.

*(cf. 5144 - Discipline)*

**DRESS AND GROOMING** (continued)

**Gang-Related Apparel**

The principal, staff, and parents/guardians at a school may establish a reasonable dress code that prohibits students from wearing gang-related apparel when there is evidence of a gang presence that disrupts or threatens to disrupt the school's activities. Such a proposed dress code shall be presented to the Board, which shall approve the plan upon determining that it is necessary to protect the health and safety of the school environment. The dress code policy may be included in the school's comprehensive safety plan. (Education Code 35183)

*(cf. 0450 - Comprehensive Safety Plan)*

*(cf. 5136 - Gangs)*

When determining specific items of clothing that may be defined as gang apparel, the school shall ensure that the determination is free from bias based on race, ethnicity, national origin, immigration status, or other protected characteristics.

**Uniforms**

The Board may approve a school-initiated dress code requiring students at the school to wear a school uniform whenever the Board determines that such a dress code will promote student achievement, a positive school climate, and/or student safety.

The Superintendent/Principal or designee shall establish procedures whereby parents/guardians may choose to have their children exempted from the school uniform policy. Students shall not be penalized academically, otherwise discriminated against, or denied attendance to school if their parents/guardians so decide. (Education Code 35183)

The Superintendent/Principal or designee shall ensure that resources are identified to assist economically disadvantaged students in obtaining uniforms. (Education Code 35183)

*Legal Reference: (see next page)*

**DRESS AND GROOMING** (continued)

*Legal Reference:*

EDUCATION CODE

220 Nondiscrimination

32281 School safety plans

35183 School dress codes; uniforms

35183.5 Sun-protective clothing

48907 Student exercise of free expression

49066 Grades; effect of physical education class apparel

COURT DECISIONS

Jacobs v. Clark County School District, (2008) 26 F. 3d 419

Harper v. Poway Unified School District, (2006) 445 App. 3d 166

Marvin H. Jeglin et al v. San Jacinto Unified School District et al., (C.D. Cal. 1993)

827 F.Supp. 1459

Arcadia Unified School District v. California Department of Education, (1992) 2 Cal. 4th 251

Hazelwood School District v. Kuhlmeier, (1988) 108 S. Ct. 562

Hartzell v. Connell, (1984) 35 Cal. 3d 899

Tinker v. Des Moines Independent Community School District, (1969) 393 U.S. 503

Policy **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: 11/7/19 Laytonville, California



**DRESS AND GROOMING**

**LAYTONVILLE HIGH SCHOOL  
Dress Code**

All students will present themselves in an orderly manner conducive to the advancement of education. A student may not remain at school dressed in a manner in which his/her clothing or lack of clothing:

- a) Creates a safety hazard for the student or for other students at the school and/or
- b) Constitutes a serious and unnecessary distraction to the learning process or tends to disrupt campus order.

Inappropriate clothing includes the following:

- Clothing and/or tattoos advertising or supporting the use of alcohol, tobacco or controlled substances
- Clothing and/or tattoos displaying vulgar or offensive writing or symbols, or sexual references
- Clothing that is revealing, excessively soiled or worn
- Clothing that is identified as gang-related
- Clothing that is not safe to the wearer or others

Revealing clothing includes displaying of any under garments including boxers, white sleeveless undershirts, bras, "thongs" and any other clothing item designed to be worn under clothes, including sheer leggings; cleavage and the torso of body must be entirely covered, this includes no wearing of backless shirts, strapless shirts and sports bras, the bottom of shirts must overlap top of pants, and excessively short skirts or shorts are not allowed. Shirts must be worn at all times including during PE and sports practice.

Gang related apparel and tattoos are defined as apparel and signs that, if worn or displayed on a school campus could reasonably be determined to threaten the health and safety of the school environment. Gang related tattoos must be covered by clothing or in some other appropriate fashion so as not to be exposed. Gang related apparel includes but is not limited to bandanas or "do rags", hair nets, the hanging of bandanas or belts displaying gang colors such as red, blue or black. Clothing, hats, belt buckles, jewelry or preparation of clothing that exhibits 13, 14, XIII, XIV, sureno, norteno, swastikas, nazi symbols, KKK or other organized hate group symbols will not be allowed.

The principal or designee shall make the determination if clothing or apparel (backpacks, etc)

**DRESS AND GROOMING** (continued)

constitutes a threat to safety, campus order or is unduly distracting thereby disrupting the educational process. When dress is found to be in violation of this policy the student will be required to modify his/her clothing and/or apparel in such a manner that it no longer violates this policy. If necessary the student may be taken or sent home to modify unacceptable dress. Students and parents/guardians shall be informed about dress and grooming standards at the beginning of the school year and whenever these standards are revised. A student who violates these standards shall be subject to appropriate disciplinary action.

Policy **LAYTONVILLE UNIFIED SCHOOL DISTRICT**

adopted: August 18, 2005 Laytonville, California

revised: April 9, 2015

revised: April 7, 2016

## BOARD DISCUSSION/ACTION ITEM L4

Board Meeting Date: May 19, 2022  
Subject: Approval of Attendance Liaison – Job Description  
From: Joan Potter, Superintendent

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### Explanation:

When reviewing out data for the Local Control and Accountability Plan, poor attendance and Chronic Absenteeism continue to be a problem. Site principals, administrative assistants and counselors have been contacting parents and working with families to help address the underlying issues for absenteeism. This task has become more time consuming in recent years and has placed an overwhelming burden on staff time. Many school districts hire personnel whose specific job is that of an Attendance Liaison. We currently do not have a job description for that position.

### Recommendation:

Approve of Attendance Liaison Job Description

### Attachments:

Attendance Liaison Job Description



## **Attendance Liaison**

Under the supervision of the Superintendent and/or site principals, essential functions include a variety of duties related to attendance and record keeping; monitor attendance and assist with various attendance procedures; communicate with parents and guardians regarding attendance problems and related issues; help problem solve attendance issues; provide information regarding school or District supports, programs and procedures.

### **Sample duties and skills required:**

- Monitor attendance and assist with various attendance procedures
- Maintains accurate records of student attendance; prepares and maintains a variety of records and files using the Student Information System (currently AERIES regarding g student attendance, tardiness, truancy, suspension and discipline.
- Communicates with students and parents regarding attendance and related issues; makes and receives phone calls and notes regarding student attendance concerns and problems; makes home visits as needed
- Provides student attendance information to staff, parents and authorities as requested; explains and interprets policies and regulations regarding school attendance
- Prepares correspondence pertaining to student attendance and records as appropriate.
- Prepares accurate attendance information and required documents and materials for School Attendance Review Team meeting, School Attendance Review Board meeting, District Attorney Mediation, parent meetings and truancy intervention
- Operates computers and peripheral equipment to enter, revise and update information
- Perform other duties assigned directly related to the position that are of incidental nature

### **QUALIFICATIONS:**

- Education equivalent to graduation from high school.
- Two years of higher education, OR
- Associate's or higher degree, OR
- Pass a formal state or local academic assessment demonstrating knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness
- Experience in specific work related field may serve in lieu of formal education requirement

- Working knowledge of community resources, child welfare and attendance laws and regulations
- The ability to work through complex circumstances to support students with school attendance

**DESIRABLE QUALIFICATIONS:**

- Strong experience using computer based Student Information Systems (AERIES)
- Experience working with children in a group or educational setting
- Counseling experience helpful.
- Experience working in schools with families and students
- Ability to speak a second language

**PHYSICAL ABILITIES REQUIRED:**

- Sufficient mobility to interact successfully with students and families

**LICENSES AND CERTIFICATES REQUIRED:**

- Possess a valid California Driver's License

Approximately 20 hours per week- Hours to be arranged

Proposed Salary Range: 10-14

## BOARD DISCUSSION/ACTION ITEM L5

Board Meeting Date: May 19, 2022  
Subject: Approval of Native American Family Liaison – Job Description  
From: Joan Potter, Superintendent

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### Explanation:

Another area that the review of data for our Local Control Accountability plan is the needs of our Native American students. Data shows that our Native American students have higher absenteeism rates and lower academic performance and grades when compared to other student groups. In order to address this area the District Advisory Committee and other school community groups including Cahto Tribal council recommend the addition of a new position whose tasks are outlined in the attached proposed job description.

### Recommendation:

Approve of Native American Family Liaison Job Description

### Attachments:

Native American Family Liaison Job Description





# Native American Family Liaison Job Description

Under the supervision of the Superintendent and/or site principals, essential functions include working with Native American families and students in improving home to school connections, academic performance, social/emotional wellbeing and attendance.

## Sample duties and skills required:

- Weekly communication with staff, students and families in relation to attendance, academic performance, social/emotional health
- Assist students as needed in completing in class and homework assignments
- Ability to use computer for word processing, basic data input, access data through AERIES
- Ability to communicate with all through speaking, listening and writing
- Collaborate with Title VI program to support cultural activities and education
- Communicate with families' extracurricular supports and activities available to students. Encourage and support involvement
- Identify needs, Problem Solve/Trouble shoot, help families to access available resources to address identified needs.
- Coordinate with Tribal Center as appropriate and necessary

## QUALIFICATIONS:

- Education equivalent to graduation from high school.
- Two years of higher education, OR
- Associate's or higher degree, OR
- Pass a formal state or local academic assessment demonstrating knowledge of and the ability to assist in teaching reading, writing, and mathematics or reading, writing, and mathematics readiness
- Working knowledge of community resources, child welfare and attendance laws and regulations
- The ability to work through complex circumstances to support students with school attendance and other needed supports

**DESIRABLE QUALIFICATIONS:**

- Strong experience using computer based Student Information Systems (AERIES)
- Experience working with children in a group or educational setting
- Experience working with Native American families preferred but not required.
- Counseling experience helpful.

**PHYSICAL ABILITIES REQUIRED:**

- Sufficient mobility to interact successfully with students and families

**LICENSES AND CERTIFICATES REQUIRED:**

- Possess a valid California Driver's License

Approximately 20 hours per week- Hours to be arranged

Proposed Salary Range: 10-14

## BOARD DISCUSSION/ACTION ITEM L6

Board Meeting Date: May 19, 2022  
Subject: Approval of Extended Learning Opportunity Grant Program  
From: Joan Potter, Superintendent

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### Explanation:

The Expanded Learning Opportunities Program (ELO-P) provides funding for afterschool and summer school enrichment programs for transitional kindergarten through sixth grade.

The plan will be integrated into our existing ASES program but involves some requirements in addition to the ASES program requirements. Examples include offering the program on 30 non-school days and the 10:1 ratio for TK and K students enrolled in the program.

For the 2021-2022 school year our district has received \$78,670 to support this program. We are scheduled to receive at least that same apportionment annually and are currently developing our plan. The final plan will be presented to the board prior to June 30, 2022.

We reviewed this plan during our April board meeting. No additions or changes have been made since that time.

### Recommendation:

Approve of Extended Learning Opportunity Grant Program

### Attachments:

Extended Learning Opportunity Grant Program

# Expanded Learning Opportunities Program Plan Guide

## EXPANDED LEARNING OPPORTUNITIES PROGRAM PLAN GUIDE

Prepared by: Expanded Learning Division

California Department of Education 1430 N Street, Suite 3400  
Sacramento, CA 95814-5901  
916-319-0923



**This Program Plan Template Guide is required by California Education Code (EC) Section 46120(b)(2)**

**Note: This cover page is an example, programs are free to use their own logos and the name of their program.**

Expanded Learning Opportunities Program Plan Guide for Laytonville Unified School District

Page 1 of 13



## Name of Local Educational Agency and Expanded Learning Opportunities Program Site(s)

Name of Local Educational Agency or Equivalent:	Laytonville Unified School District
Contact Name:	Joan Viada Potter
Contact Email:	jvpotter@mcn.org
Contact Phone:	707 984-6414

**Instructions:** Please list the school sites that your LEA selected to operate the Expanded Learning Opportunities Program (ELO-P). Add additional rows as needed.

1. Laytonville Elementary School

### Purpose

This template will aid LEAs in the development of a program plan as required by EC Section 46120(b)(2). In this program plan, LEAs will describe program activities that support the whole child, and students' Social and Emotional Learning (SEL) and development.

### Definitions

"Expanded learning" means before school, after school, summer, or intersession learning programs that focus on developing the academic, social, emotional, and physical needs and interests of pupils through hands-on, engaging learning experiences. It is the intent of the Legislature that expanded learning programs are pupil-centered, results driven, include community partners, and complement, but do not replicate, learning activities in the regular school day and school year. (EC Section 8482.1[a])

"Expanded learning opportunities" has the same meaning as "expanded learning" as defined in EC Section 8482.1. "Expanded learning opportunities" does not mean an extension of instructional time, but rather, opportunities to engage pupils in enrichment, play, nutrition, and other developmentally appropriate activities. (EC Section 46120[e][1])

### Instructions

This Program Plan needs to be approved by the LEA's Governing Board in a public meeting and posted on the LEA's website.

The program plan template guide is considered a living document that is periodically reviewed and adjusted to reflect the needs of the community, updates in the law, and to provide continuous improvement in the development of an effective ELO-P.

The LEA is responsible for creating, reviewing, and updating the program plan every three years in accordance with EC Section 8482.3(g)(1). LEAs are encouraged to work collaboratively with partners and staff to develop and review the program plan. The LEA is responsible for the plan and the oversight of any community partners or subcontractors. The LEA should include any partners in the development and review of the plan. It is recommended that the plan be reviewed annually.

The Expanded Learning Division adopted the Quality Standards for Expanded Learning in California (Quality Standards) and introduced requirements for Continuous Quality Improvement (CQI) to help programs engage in reflection and be intentional about program management practices and activities delivered to students. To create the program plan, provide a narrative description in response to the prompts listed under each Quality Standard below. The LEA may customize and include additional prompts, such as describing SEL activities, or refining the plan. In addition to the narrative response, it

may be useful to include tables, charts, or other visual representations that contribute to the understanding of the ELO-P. LEAs are encouraged to download and reference the Quality Standards in order to provide ongoing improvements to the program. The Quality Standards can be found on the California Department of Education's (CDE) Quality Standards and CQI web page, located at <https://www.cde.ca.gov/ls/ex/qualstandcqi.asp>.

## 1—Safe and Supportive Environment

Describe how the program will provide opportunities for students to experience a safe and supportive environment. Include if the program will be offered on the schoolsite or off campus. If not on site, describe where in the community it will be and how students will be supported to get there.

The program will be take place on the Laytonville Elementary School campus. The program will directly align with the existing ASES program. Initial plans involve using the preschool or kindergarten facilities (Classroom and playgrounds) for TK/K students enrolled in the program depending on need. Other grade levels will use the current ASES rooms which include, the "Garden Room", library and the Computer Lab. The Multipurpose Room and other classrooms will be used if needed on rainy days and/or if additional space is needed. Students will also have access to community spaces such as Long Valley Dance and other athletic programs. Transportation to off campus programs will be provided through both ASES and the ELO-P funding. All staff are trained in safety practices aligned with the practices put in place while students are attending school. After school program staff will be trained in the components of the school wide Positive Behavior Interventions and Support program. The expanded day summer program will primarily take place on the Elementary school campus though field trips will be an integral part of the program.

## 2—Active and Engaged Learning

Describe how the program will provide opportunities for students to experience active and engaged learning that either supports or supplements, but does not duplicate, the instructional day.

The after school program will offer

- Daily homework support to enrich academic learning
- Daily physical education time to increase student physical activity levels
- Hands on learning activities such as the arts, science, and social emotional learning activities
- Garden based learning activities
- Computer based activities
- Field Trips
- High School students hired as additional support staff to provide both an opportunity for students to learn education related job skills and for younger students to receive more individualized instruction and to develop positive relations with older students

The summer program will offer:

- Daily physical education time to increase student physical activity levels
- Hands on learning activities such as the arts, science, and social emotional learning activities
- Garden based learning activities
- Daily academic topics integrated into high interest thematic units of study
- Field Trips
- Aikido
- High School students hired as additional support staff to provide both an opportunity for students to learn education related job skills and for younger students to receive more individualized instruction and to develop positive relations with older students



### 3—Skill Building

Describe how the program will provide opportunities for students to experience skill building.

- Homework support- Program staff will work with students in supporting the skills needed to successfully complete homework assignments in a timely manner. Peer helpers will be used to enhance the experience for students of varying grade levels
- Social Emotional Learning (SEL) - Students will participate in a variety of group activities that encourage positive Social Emotional Learning. Counseling staff will be available to help support students who have demonstrated a need for additional support in this area.
- Physical Activities- Both structured and student designed physical activities will be integral to the daily program.
- Computer Skills- the Computer Lab instructor will provide opportunities for students to experience a variety of computer skills and to build upon skills learned during the school day.
- Summer Program- All of the Skills outlined above for the program taking place during the school year will be a part of the program though academic supports in the morning will replace the homework skill development. Field Trips will also be used in order to provide additional experiences for students to build skills in a variety of areas including learning to swim.

### 4—Youth Voice and Leadership

Describe how the program will provide opportunities for students to engage in youth voice and leadership.

- Youth provide feedback to program staff through group discussions, surveys, one on one interviews and anonymous feedback boxes. Program staff integrate the students' feedback when choosing programs and activities. Programs staff provide meaningful involvement for students in decision making, leadership opportunities and overall program improvement. This is accomplished by validating input and implementing recommended programmatic changes and improvements when possible. Student voice/feedback is also gathered and applied during our Continuous Quality Improvement process

### 5—Healthy Choices and Behaviors

Describe how the program will provide opportunities for students to engage in healthy choices and behaviors. Describe how students will be served nutritious meals and/or snacks during the ELO-P hours of programing.

The program will provide many opportunities for our students to engage in healthy behaviors and choices.

Opportunities include:

- Healthy foods are provided through the cafeteria provided snack and through nutrition/cooking classes. Garden products are used to create fresh healthy snacks as well. Visits to the local farmer's market will be integrated into both the summer and school year program. Prior to eating students are taught healthy hygiene by requiring handwashing. During the summer students are provided with Breakfast and lunch through the NSLP which follows nutrition guidelines and a healthy snack provided through ELO-P activities.
- The garden program. Sample activities include involving students to the planting and tending from seed to produce; providing garden starts and seeds for food plants that are sent home with students to plant at home; and garden sale/giveaway of plant starts and related products
- Social Emotional Learning is addressed through a variety of Mindfulness Activities and through PBIS strategies
- Both organized and self-directed physical activities are an integral part of each day.

## 6—Diversity, Access, and Equity

Describe how the program is designed to address cultural and linguistic diversity and provide opportunities for all students to experience diversity, access, and equity. Describe how the ELO-P will provide access and opportunity for students with disabilities.

- The program is open to serving all students. Communication in both English and Spanish will be provided to families. Program staff will collaborate with school teaching staff and families in providing appropriate services for students with disabilities.

## 7—Quality Staff

Describe how the program will provide opportunities for students to engage with quality staff.

- LUSD will hire a Program Coordinator who will work with other staff.
- All Staff will be provided with training as necessary to successfully complete their responsibilities. Staff will collaborate with MCOE staff (Kate Veno, Steve Hahm), the Regional Expanded Learning Program Coordinator and the California After School Network (CAN). Up to 3 days of professional development may be provided during the school year as enrollment allows.
- School day linkages with Paraprofessionals who work during the school day and after school program will strengthen staff quality
- Use of teen staff as Career Tech Ed program for high school students for both the summer and school year programs- Training for teen staff will occur prior to student contact.
- Access STEAM hub for resources and trainings

## 8—Clear Vision, Mission, and Purpose

Describe the program's clear vision, mission, and purpose.

The Vision, Mission and Purpose of the ELO-P/ASES program directly align with the mission of the Laytonville Unified School District which is to:

- Provide a safe environment in which our young people can achieve the knowledge, skills and attitudes necessary for success now and in the future, recognizing that varied needs require varied programs
- Insure that our students will be prepared to pursue any avenue of their choosing secure in the knowledge that they can meet any challenge.
- Establish from the earliest grades that students will be guided towards self-fulfillment, a sense of community and service to humanity.

Local Control and Accountability Plan Goals address the mission of our district:

? Goal 1: Provide basic services including clean, safe and functional facilities; fully credentialed teachers; and standards aligned instructional materials in order to support the implementation of state standards and access to a broad course of study for all students

? Goal 2: Optimize student engagement through creating positive school climates and using a variety of strategies for involving parents and engaging families, while providing a safe environment in which our young people can achieve the knowledge, skills and attitudes necessary for success now, and in the future, recognizing that varied needs require

varied programs

? Goal 3: Develop and implement strategies to support and optimize pupil achievement and college/career readiness for all students

## 9—Collaborative Partnerships

Describe the program’s collaborative partnerships. Local educational agencies are encouraged to collaborate with non-LEA entities to administer and implement ELO-P programs.

- Healthy Start-Provide nutrition/cooking activities; bicycle/skateboard activities; art therapy; Activity Packs and Snack Packs
- Long Valley Library/Book Room- Provide opportunities for field trips and access to library books
- Farm to School Grant with NCO-support for the garden program
- MCOE-Providing program support regarding activities, requirements, SEL and professional development. (ASES (Kate V) PBIS (Steve H.)
- State preschool-Help with professional development and developmentally appropriate activities for TK/K students
- District Advisory Committee will provide input in regards to budget and program design and the needs of parents.
- Region 1 County Lead (Bessie G) - Will work to provide support in all aspects of program planning, design, and implementation.
- Long Valley Dance will provide structured dance opportunities for students both on and off campus
- Aikido will be provided as an option for students during the summer program and possibly after school.
- Steam Hub will provide resources and materials as requested by the Program Coordinator

## 10—Continuous Quality Improvement

Describe the program’s Continuous Quality Improvement plan.

Work with our regional lead to identify best Continuous Quality Improvement (CQI) practices

Use the CQI forms as provided by the EXLD

Assess our program with use of the Quality Standard and the self-assessment tools provided

## 11—Program Management

Describe the plan for program management.

LUSD is the LEA and will track attendance, fiscal reporting, and program support as needed/requested. Structure as determined by the school board.

Program Site Coordinator is responsible for the care and supervision of students, day-to-day program management, and to provide leadership/assistance in the management of staff.

The program maintains a 1:20 staff to student ratio, and a 1:10 UTK staff to student ratio

Instructional Assistants (I.A.'s) are school day and part-time staff responsible for direct supervision of students and the creation and delivery of the academic support and enrichment programs.

As part of their work, these professionals use different strategies to support social and emotional development of students and promote positive behavior and assist students with activities

All I.A.'s meet the minimum requirement for an instructional assistant for the district (Associate's degree or passing the instructional assistant exam)

One staff member on campus has a First Aid/CPR certification.

I.A.'s report to the Site Manager/Coordinator

Classified/Paraprofessionals, working directly in all program elements from homework/academic support to conducting enrichment and physical fitness activities.

Staff communication is accomplished through district email accounts, staff meetings, staff development days, observational feedback meetings and annual staff evaluations.

The Program Coordinator will work with the Van Driver in creating a schedule for transportation of program participants to and from off campus activities

The Program Coordinator and IA's will work with Teen staff in guiding them with the skills needed for working effectively with children.



## General Questions

### Existing After School Education and Safety (ASES) and 21st Community Learning Centers (21st CCLC) Elementary and Middle School grantees.

ASES, 21st CCLC Elementary/Middle School, and the ELO-P should be considered a single, comprehensive program. In coordinating all these funding streams to move towards a single program, the expectation is that the most stringent requirements will be adopted for program guidance. If one or both grants are held, please describe how the ELO-P funding will be used to create one comprehensive and universal Expanded Learning Program.

Program staff work collaboratively with the County Office of Education to coordinate ELO-P and ASES funds and program offerings.

Integration of school day program and ELO-P/ASES (Universal Expanded Learning/After School and 30 days non-school) are integral to the program

### Transitional Kindergarten and Kindergarten

Programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1. (EC Section 46120[b][2][D]). Please address the proposed schedule and plan for recruiting and preparing staff to work in the program, including supporting them to understand how to work with younger children. How will the lower pupil-to-staff ratio be maintained? How will the curriculum and program be developmentally-informed to address this younger age group?

The program serving transitional kindergarten and kindergarten students will be staffed by individuals with Early Childhood Education training and experience. Staff have been recruited as of April of 2022. Staff preparation for working in the program will be ongoing but will begin in May of 2022 to prep for the summer program. Training and preparation for curriculum and program development will be supported by State Preschool/ASES staff/ MCOE. Preparation for the school year program will take place during August of 2022 with support from the above people. Lower pupil to staff ratio will be maintained by hiring a minimum of 2 staff members. Enrollment for the TK/K program meet the 10:1 student to staff ratio and 1-6 will meet the 20:1 ratio.

### Sample Program Schedule

Please submit a sample program schedule that describes how the ELO-P or other fund sources, including the California State Preschool Program for children enrolled in transitional kindergarten or kindergarten, will be combined with the instructional day to create a minimum of nine hours per day of programming (instructional day plus ELO-P or other supports). Also, submit a sample schedule for a minimum nine-hour summer or intersession day.

#### Summer or Intersession day Sample Schedule

- \*8:00-8:30-Breakfast and Supervised Play
- \*8:30-11:30- Integrated Thematic Academic Activities
- \*11:30-12:00- Lunch
- \*12:00-3:30-Organized Activities
- \*3:30-5:00- Creative Play and PE

#### TK/K School Year Sample Schedule

- 8:20-1:30- School Program
- 1:30-3:30-  
• Outdoor and Indoor Free Exploration
- 2:00- Homework and Snack
- 2:30-3:30- Arts/Crafts/STEM/Music/Creative Play/Rest
- 3:30-5:30 -PE and Creative Play

#### First through 8th grade School Year Sample Schedule

- 8:20-2:40-School Program
- 2:40-After School Program
- Snack
- Homework
- Arts/Crafts/STEM/Music/Creative Play/Rest/PE and Creative Play
- 5:30-Dismiss

**Below are additional legal requirements for the ELO-P. Please ensure your Program Plan meets all of these legal requirements:**

**EC Section 46120(b)(2):**

[LEAs] operating expanded learning opportunities programs may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple school sites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on the following;

(2) [LEAs] operating expanded learning opportunity programs pursuant to this section may operate a before school component of a program, an after school component of a program, or both the before and after school components of a program, on one or multiple schoolsites, and shall comply with subdivisions (c), (d), and (g) of Section 8482.3, including the development of a program plan based on all of the following:

(A) The department's guidance.

(B) Section 8482.6.

(C) Paragraphs (1) to (9), inclusive, and paragraph (12) of subdivision (c) of Section 8483.3.

(D) Section 8483.4, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

**EC Section 46120(b)(1)(A):**

On schooldays, as described in Section 46100 and Sections 46110 to 46119, inclusive, and days on which school is taught for the purpose of meeting the 175-instructional-day offering as described in Section 11960 of Title 5 of the California Code of Regulations, in-person before or after school expanded learning opportunities that, when added to daily instructional minutes, are no less than nine hours of combined instructional time and expanded learning opportunities per instructional day.

**EC Section 46120(b)(1)(B):**

For at least 30 nonschooldays, during intersessional periods, no less than nine hours of in-person expanded learning opportunities per day.

**EC Section 46120(b)(3):**

[LEAs] shall prioritize services provided pursuant to this section at schoolsites in the lowest income communities, as determined by prior year percentages of pupils eligible for free and reduced-price meals, while maximizing the number of schools and neighborhoods with expanded learning opportunities programs across their attendance area.

**EC Section 46120(b)(4):**

[LEAs] may serve all pupils, including elementary, middle, and secondary school pupils, in expanded learning opportunity programs provided pursuant to this section.

**EC Section 46120(b)(6):**

[LEAs] are encouraged to collaborate with community-based organizations and childcare providers, especially those participating in state or federally subsidized childcare programs, to maximize the number of expanded learning opportunities programs offered across their attendance areas.

**EC Section 46120(c):**

A [LEA] shall be subject to the audit conducted pursuant to Section 41020 to determine compliance with subdivision (b).

**EC Section 8482.3(d):**

[LEAs] shall agree that snacks made available through a program shall conform to the nutrition standards in Article 2.5 (commencing with Section 49430) of Chapter 9 of Part 27 of Division 4 of Title 2.

[LEAs] shall agree that meals made available through a program shall conform to the nutrition standards of the United States Department of Agriculture's at-risk afterschool meal component of the Child and Adult Care Food Program (42 United States Code [U.S.C.] Section 1766).

**EC Section 8482.6:**

Every pupil attending a school operating a program . . . is eligible to participate in the program, subject to program capacity. A program established . . . may charge family fees. Programs that charge family fees shall waive the cost of these fees for pupils who are eligible for free or reduced-price meals, for a child that is a homeless youth, as defined by the federal McKinney-Vento Homeless Assistance Act (42 U.S.C. Section 11434a), or for a child who the program knows is in foster care. A program that charges family fees shall schedule fees on a sliding scale that considers family income and ability to pay.

**EC sections 8483.4 and 46120(b)(2)(D):**

The administrator of every program established pursuant to this article shall establish minimum qualifications for each staff position that, at a minimum, ensure that all staff members who directly supervise pupils meet the minimum qualifications for an instructional aide, pursuant to the policies of the school district. Selection of the program site supervisors shall be subject to the approval of the school site principal. The administrator shall also ensure that the program maintains a pupil-to-staff member ratio of no more than 20 to 1. All program staff and volunteers shall be subject to the health screening and fingerprint clearance requirements in current law and district policy for school personnel and volunteers in the school district, except that programs serving transitional kindergarten or kindergarten pupils shall maintain a pupil-to-staff member ratio of no more than 10 to 1.

**EC Section 8482.3(c)(1)(A–B):**

Each component of a program established pursuant to this article shall consist of the following two elements:

(A) An educational and literacy element in which tutoring or homework assistance is provided in one or more of the following areas: language arts, mathematics, history and social science, computer training, or science.

(B) An educational enrichment element that may include, but need not be limited to, fine arts, career technical education, recreation, physical fitness, and prevention activities.



## BOARD DISCUSSION/ACTION ITEM L7

Board Meeting Date: May 19, 2022  
Subject: Approval of A-G Completion Grant  
From: Joan Potter, Superintendent

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### Explanation:

Our A-G Completion grant was developed over the past couple of months. The grant was shared during the April board meeting and has been reviewed by all school community groups. Funds will be focused on strategies for improving student math skills, as completing higher math appears to be an obstacle for our students to completing their A-G requirements.

### Recommendation:

Approve of A-G Completion Grant

### Attachments:

A-G Completion Grant



## A-G Completion Improvement Grant Plan

Local Educational Agency (LEA) Name	Total Grant Allocation
Laytonville Unified School District	\$150,000

### Plan Descriptions

A description of how the funds will be used to increase or improve services for foster youth, low-income students, and English learners to improve A-G eligibility

Funds will be used to provide Professional Development for Counselors , teachers and admin specific to a-g courses. Additional professional development will focus on Middle School Math Readiness;. A facilitator may be hired to help with developing tools for math assessment of essential standards in order to track students progress. Ht .APEX courses, other online a-g courses, and college courses that meet a-g eligibility will be provided to students Funds will be provided to staff for time spent in getting a-g approval for more courses offered at Laytonville High School. Earth Science and CTE courses will be addressed initially. Additional counseling will be provided to ensure that all students including foster youth, low income students and English learners have access to and are knowledgeable about a-g eligibility. Recruiting qualified staff to teach s-g courses during the summer will be explored.

A description of the extent to which all students, including foster youth, low-income students, and English learners, will have access to A-G courses approved by the University of California.

All students will meet with the academic counselor beginning in 7th grade in order to raise students awareness of the advantages of a-g eligibility. Students will be provided with information about what courses need to be taken and the steps they need to succeed in the courses. The school will emphasis preparing students to succeed in math courses as data has shown that math is the main area that prevents our students from meeting eligibility. Priorities of the school will include an emphasis on increasing students math skills throughout the district. counselor tutoring etc...small school. Emphasis on math Major barrier motivation and math skills

The number of students who were identified for opportunities to retake A-G approved courses in which they received a "D", "F", or "Fail" grade in the 2020 spring semester or the 2020-21 school year and a description of the method used to offer the opportunity retake courses.

Number of Students: 32

During spring semester of e0e0 and the following 2020-21 school year a total of 32 students received ad "D" or "F" in A-G course work. This included 14 sophomores, 14 juniors, and 4 seniors Opportunities for retaking the courses included offering the Courses again in the same school year. (the ability to take a full year course in one semester)..Students were also able to retake courses during the summer and the school year through Independent Sutdy, APEX, college courses and teacher led courses. The academic Counselor and/or the principal met individually with students to develop a plan to retake the course and stay on track for graduating with a-g eligibility met.

A description of how the plan and described services, and associated expenditures, if applicable, supplement services in the Local Control and Accountability Plan and Learning Recovery Plan.

Increasing counseling time; adding math intervention to existing intervention program, supplementing existing professional development

**Plan Expenditures**

<b>Programs and services to increase or improve A-G completion</b>	<b>Planned Expenditures</b>
Professional development for certificated staff (counselors, administration and teachers) in areas specific to a-g courses. For example: A-G course development; Math assessment; math instructional strategies; counseling strategies; Hire consultant for training if necessary.	\$38,000
Part of full-time Math Intervention teacher to focus on Algebra and Algebra readiness for 7-9th grade students and to address other math support needs K-12	\$75,000
Additional Academic Counseling time	\$40,000
Support field trips to visit UC and CSU campuses	\$7,000

**BOARD DISCUSSION/ACTION ITEM L8**

Board Meeting Date: May 19, 2022

Subject: Title VI Indian Ed. Formula Grant Application

From: Joan Potter, Superintendent

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Explanation:

Mr. Henry will present information regarding the Title VI Indian Education Formula Grant Application.

Recommendation:

Approve the Title VI Indian Ed. Formula Grant Application



## BOARD DISCUSSION/ACTION ITEM L9

Board Meeting Date: May 19, 2022  
Subject: Approval of 2022-23 Instructional Minutes for Laytonville Schools  
From: Joan Potter, Superintendent

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### Explanation:

The State requires minimum instructional minutes for each grade level. The instructional minutes schedule for 2022/23 is attached for approval.

### Recommendation:

Approve the instructional minutes for 2022/23 for Laytonville Elementary, Spyrock, and High School.

### Attachments:

Instructional Minutes Schedules for 2022/23

**Laytonville Elementary School Schedule of Instructional Minutes**  
**2022-2023**

132 Regular days

48 Minimum days which include: every Tuesday, 10 conference days (includes 2 Tuesdays) and 3 other days.

- The conference days are 5 days in November/December and 5 days in March.
- The other minimum days are 8/18/22, 12/16/22 and 6/08/23.

**Kindergarten:**

Regular:                   8:20 to 1:30  
310 minutes – 40 min. lunch = 270 minutes  
270 minutes x 180 days = 48,600 minutes (36,000 required)

**1st - 3rd:**

Regular:                   8:20 to 2:35  
375 minutes - 40 min. lunch, 30 min. recess = 305 min.  
305 minutes x 132 days = 40,260

Minimum:                8:20 to 1:30  
310 minutes - 40 min. lunch, 15 min. recess = 255 min.  
255 minutes x 48 days = 12,240 minutes  
40,260 + 12,240 = 52,500 (50,400 required)

**4th - 5th:**

Regular:                   8:20 to 2:35  
375 minutes – 40 min. lunch, 15 min. recess = 320 min.  
320 minutes x 132 days = 42,240 minutes

Minimum:                8:20 - 1:30  
310 minutes - 40 min. lunch, 15 min. recess = 255 min.  
255 minutes x 48 days = 12,240 minutes  
42,240 + 12,240 = 54,480 minutes (54,000 required)

**6th - 8th:**

Regular:                   8:20 to 2:40  
380 minutes - 40 min. lunch, 15 min. recess = 325 min.  
325 minutes x 132 days = 42,900 minutes

Minimum:                8:20 to 1:35  
315 minutes - 40 min. lunch, 15 min. recess = 260 min.  
260 minutes x 48 days = 12,480 minutes  
42,900 + 12,480 = 55,380 minutes (54,000 required)



**Spy Rock Schedule of Instructional Minutes**  
**2022-2023**

132 Regular Days  
48 Minimum Days

**Kindergarten:**

Regular: 9:00 to 1:45  
285 minutes – 30 min. lunch, = 255 minutes  
255 min. x 132 days = 33,660 min.

Minimum: 9:00-1:30  
270 minutes - 30 min. lunch= 240 min.  
240 minutes x 48 days = 11,520 minutes

$33,660 + 11,520 = 45,180$  minutes (36,000 required)

**1st - 3rd:**

Regular: 9:00 to 3:15  
375 minutes - 30 min. lunch, 30 min. recess = 315 min.  
315 minutes x 132 days = 41,580 min.

Minimum: 9:00-1:30  
270 minutes - 30 min. lunch, 30 min. recess = 210 min.  
210 minutes x 48 days = 10,080 minutes

$41,580 + 10,080 = 51,660$  minutes (50,400 required)

**4th - 6th:**

Regular: 9:00 to 3:15  
375 minutes - 30 min. lunch, 15 min. recess = 330 min.  
330 minutes x 132 days = 43,560 min.

Minimum: 9:00-1:30  
270 minutes - 30 min. lunch, 15 min. recess = 225 min.  
225 minutes x 48 days = 10,800 minutes

$43,560 + 10,800 = 54,360$  minutes (54,000 required)

**Laytonville High School Minutes Schedule 2022/23**

**M/W/Thu./F Schedule- 3:37 Day**

1st Period	8:25-9:16	51
Passing	9:16-9:21	5
2nd Period	9:21-10:12	51
BREAK	10:12-10:22	10
Passing	10:22-10:27	5
3rd Period	10:27-11:18	51
Passing	11:18-11:23	5
4th Period	11:23-12:14	51
LUNCH	12:14-12:49	35
Passing	12:49-12:54	5
5th Period	12:54-1:45	51
Passing	1:45-1:50	5
6th Period	1:50-2:41	51
Passing	2:41-2:46	5
7th Period	2:46-3:37	51
		<b>387</b>

**Tuesday/Minimum Day- 1:45 Day**

1st Period	8:25-9:01	36
Passing	9:01-9:06	5
2nd Period	9:06-9:42	36
Passing	9:42-9:47	5
3rd Period	9:47-10:23	36
BREAK	10:23-10:31	8
Passing	10:31-10:36	5
4th Period	10:36-11:12	36
Passing	11:12-11:17	5
5th Period	11:17-11:53	36
LUNCH	11:53-12:23	30
Passing	12:23-12:28	5
6th Period	12:28-1:04	36
Passing	1:04-1:09	5
7th Period	1:09-1:45	36
		<b>282</b>

**PM Activity Schedule- 3:37 Day**

1st Period	8:25-9:12	47
Passing	9:12-9:17	5
2nd Period	9:17-10:04	47
BREAK	10:04-10:14	10
Passing	10:14-10:19	5
3rd Period	10:19-11:06	47
Passing	11:06-11:11	5
4th Period	11:11-11:58	47
LUNCH	11:58-12:33	35
Passing	12:33-12:38	5
5th Period	12:38-1:24	46
Passing	1:24-1:29	5
6th Period	1:29-2:16	47
Passing	2:16-2:21	5
7th Period	2:21-3:07	46
Activity	3:07-3:37	30
		<b>387</b>

**AM Activity Schedule- 3:37 Day**

1st Period	8:25-9:12	47
Passing	9:12-9:17	5
2nd Period	9:17-10:04	47
BREAK	10:04-10:14	10
Passing	10:14-10:19	5
3rd Period	10:19-11:06	47
Passing	11:06-11:11	5
4th Period	11:11-11:58	47
Activity	11:58-12:28	30
Lunch	12:28-1:03	35
Passing	1:03-1:08	5
5th Period	1:08-1:54	46
Passing	1:54-1:59	5
6th Period	1:59-2:46	47
Passing	2:46-2:51	5
7th Period	2:51-3:37	46
		<b>387</b>

**Finals Schedule 2:35 Day**

Final A	8:25-10:45	140
Break	10:45-10:55	10
Passing	10:55-11:00	5
Final B	11:00-12:00	60
Lunch	12:00-12:45	45
Passing	12:45-12:50	5
Final B	12:50-2:35	115
		<b>335</b>

**Parent Teacher Conferences**

November	1 x 1:45 days
April	1 x 1:45 days
<b>Finals</b>	
January	3 x 2:35 days
June	2 x 2:35 days
June	1 x 1:45 day

3:35 Days = 132 x 387min = 51,084 minutes

1:45 Days = 43 x 282min = 12,126 minutes

2:35 Days = 5 x 335 min = 1675 minutes

Total minutes required by Ed. Code = 64, 800

Total Days = 180

Minutes

**64,885**

**-85**

**BOARD DISCUSSION/ACTION ITEM L10**

Board Meeting Date: May 19, 2022

Subject: Single School Plan for Student Achievement (SPSA) Review and Revision

From: Joan Potter, Superintendent

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Explanation:

Each site has a Single School Plan for Student Achievement which is revised annually by the Site Council and approved by the Board. The SPSA's for next year have been revised by staff and the Site Councils. Ms. Stange will review the Single School Plan for Student Achievement for the Board. Mr. Henry will present his SPSA for LHS at the June Board Meeting.

Recommendation:

Approve the LEMS Single School Plan for Student Achievement

Attachments:

The LEMS Single School Plan for Student Achievement



**BOARD DISCUSSION/ACTION ITEM L11**

Board Meeting Date: May 19, 2022  
Subject: Approval of Summer School Plans  
From: Joan Potter, Superintendent

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Explanation:

Mr. Henry and Ms. Stange will discuss their plans for Summer School 2022.

Laytonville Elementary School

June 21-July 29, 2022

8:00-8:30- Breakfast

8:30-11:30- Thematic Academic Courses

11:30-12:00-Lunch

12:00-5:00- A variety of enrichment activities including field trips!

Laytonville High School

June 21-July 22, 2022

- 8:00-12:00- Algebra 1

- Independent Study credit recovery- weekly meetings, schedule TBD

Freshman Academy- August 1-5, 2022

Recommendation:

Approve the Summer School Plans for 2022



**BOARD DISCUSSION/ACTION ITEM L12**

Board Meeting Date: May 19, 2022  
Subject: Textbook Adoption for Grades 9-12 Geometry  
From: Joan Potter, Superintendent

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Explanation:

The Laytonville High school staff have reviewed the Core Connections Geometry textbook. The staff have decided to use the Core Connections Geometry textbook for the 2022/23 school year. The textbook has been approved by the LHS Site Council and has been on display in the District Office since April 8, 2022.

Recommendation:

Adopt the Core Connections Geometry textbook for Grades 9-12

Attachments:

None





## BOARD DISCUSSION/ACTION ITEM L13

Board Meeting Date: May 19, 2022

Subject: Approval of Revised 2021-22 Instructional Minutes for Laytonville High School and School Calendar

From: Joan Potter, Superintendent

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### Explanation:

The State requires minimum instructional minutes for each grade level. We adopted the minutes for the 2021-2022 school year during our June 17, 2021 meeting. In reviewing the minutes it was discovered that there was an inadvertent error and we are actually under the required minutes for Laytonville High School. As a result we have revised the instructional minutes in order to insure that we meet that requirement this year.

### Recommendation:

Approve the revised instructional minutes for 2021/22 for Laytonville High School and the revised school calendar for 2021/22

### Attachments:

Revised Instructional Minutes Schedules for 2021/22  
Revised School Calendar for 2021/22

Laytonville High School Minutes Schedule 2021/22

**M/W/Thu./F Schedule- 3:35 Day**

1st Period	8:25-9:16	51
Passing	9:16-9:21	5
2nd Period	9:21-10:12	51
BREAK	10:12-10:22	10
Passing	10:22-10:27	5
3rd Period	10:27-11:18	51
Passing	11:18-11:23	5
4th Period	11:23-12:14	51
LUNCH	12:14-12:49	35
Passing	12:49-12:54	5
5th Period	12:54-1:45	51
Passing	1:45-1:50	5
6th Period	1:50-2:40	50
Passing	2:40-2:45	5
7th Period	2:45-3:35	50
		<hr/>
		385

**Tuesday/Minimum Day- 1:46 Day**

1st Period	8:25-9:01	36
Passing	9:01-9:06	5
2nd Period	9:06-9:42	36
Passing	9:42-9:47	5
3rd Period	9:47-10:23	36
BREAK	10:23-10:31	8
Passing	10:31-10:36	5
4th Period	10:36-11:12	36
Passing	11:12-11:17	5
5th Period	11:17-11:53	36
LUNCH	11:53-12:23	30
Passing	12:23-12:28	5
6th Period	12:28-1:04	36
Passing	1:04-1:09	5
7th Period	1:09-1:45	36
		<hr/>
		282

**PM Activity Schedule- 3:35 Day**

1st Period	8:25-9:12	47
Passing	9:12-9:17	5
2nd Period	9:17-10:04	47
BREAK	10:04-10:14	10
Passing	10:14-10:19	5
3rd Period	10:19-11:06	47
Passing	11:06-11:11	5
4th Period	11:11-11:58	47
LUNCH	11:58-12:33	35
Passing	12:33-12:38	5
5th Period	12:38-1:24	46
Passing	1:24-1:29	5
6th Period	1:29-2:15	46
Passing	2:15-2:20	5
7th Period	2:20-3:05	45
Activity	3:05-3:35	30
		<hr/>
		385

**AM Activity Schedule- 3:35 Day**

1st Period	8:25-9:12	47
Passing	9:12-9:17	5
2nd Period	9:17-10:04	47
BREAK	10:04-10:14	10
Passing	10:14-10:19	5
3rd Period	10:19-11:06	47
Passing	11:06-11:11	5
4th Period	11:11-11:58	47
Activity	11:58-12:28	30
Lunch	12:28-1:03	35
Passing	1:03-1:08	5
5th Period	1:08-1:54	46
Passing	1:54-1:59	5
6th Period	1:59-2:45	46
Passing	2:45-2:50	5
7th Period	2:50-3:35	45
		<hr/>
		385

**Finals Schedule 2:30 Day**

Final	8:25-10:55	150
Break	10:55-11:05	10
Passing	11:05-11:10	5
Final	11:10-11:55	45
Lunch	11:55-12:35	40
Passing	12:35-12:40	5
Final	12:40-2:30	110
		<hr/>
		325

**Parent Teacher Conferences**

November	1 x 1:45 days
April	0 x 2:30 days
<hr/>	
<b>Finals</b>	
January	3 x 2:35 days
June	2 x 2:30 days
June	1 x 1:45 day

3:35 Days = 135 x 385min = 51,975 minutes  
 1:45 Days = 40 x 282min = 11,280 minutes  
 2:30 Days = 2 x 325min = 650 minutes  
 2:35 Days = 3 x 330 min = 990 minutes

Total minutes required by Ed. Code = 64, 800	
Total Days = 180	<u>64,895</u>
Minutes	-95

July 2021						
Su	M	Tu	W	Th	F	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August 2021						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October 2021						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22*	23
24	25	26	27	28	29	30
31						

November 2021						
Su	M	Tu	W	Th	F	Sa
	1	2*	3*	4	5	6
7	8	9*	10	11	12	13
14	15*	16*	17*	18*	19*	20
21	22	23	24	25	26	27
28	29	30				

December 2021						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

**July**  
4 Independence day

**August**  
18 Teacher Inservice Day  
19 All Staff Development Day  
20 Teacher Work Day/CSEA Inservice Day  
23 1st Day of School: LES 1:30, LHS 1:45 Dismissal  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

**September**  
6 Labor Day  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

**October**  
22\* LHS 1st Quarter Ending  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

**November**  
1 Teacher Inservice Day (No Students)  
2-3\* LHS Parent/Teacher Conf. 1:45 Dismissal  
11 Veteran's Day (No Students)  
9\* LES 1st Trimester Ending  
15-19\* LES Parent Teacher Conferences: 1:30 release  
22-26 Thanksgiving Break  
Regularly Scheduled Minimum Days

**December**  
17 Early Release: LES 1:30, LHS 1:45  
17-31 Christmas Break  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

January 2022						
Su	M	Tu	W	Th	F	Sa
						1
2	3	4	5	6	7	8
9	10*	11*	12*	13*	14*	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25*	26
27	28					

March 2022						
Su	M	Tu	W	Th	F	Sa
		1	2	3	4	5
6	7*	8*	9*	10*	11*	12
13	14	15	16	17	18	19
20	21	22	23	24	25*	26
27	28	29	30	31		

April 2022						
Su	M	Tu	W	Th	F	Sa
					1	2
3	4	5*	6*	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

May 2022						
Su	M	Tu	W	Th	F	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24*	25	26	27	28
29	30	31*				

June 2022						
Su	M	Tu	W	Th	F	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

**January**  
1 New Year's Day  
Christmas Break Continued  
17 Martin Luther King's Day  
10-14 LHS Finals: MWTh: 2:30 dismissal  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm  
14 LHS 2nd Qtr/1st Semester Ending

**February**  
11 Lincoln's Birthday (No School)  
21 President's Day (No School)  
LES 2nd Trimester Ending  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

**March**  
13 Daylight Savings  
18 Snow Day  
7-11\* LES Parent/Teacher Conferences: 1:30 Dismissal  
25\* LHS 3rd Quarter Ending  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm

**April**  
18-22 Spring Break  
5-6\* LHS Parent/Teacher Conferences  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm  
17 Easter Sunday

**May**  
13 Snow Day (No School)  
30 Memorial Day (No School)  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm  
\*24, 31 LHS will be 3:35 pm Dismissal

**June**  
6-9 LHS Finals  
9 Last Day of School: LES 1:30, LHS 1:45 Dismissal  
9 LES 3rd Trimester/LHS 2nd Semester End  
10 Teacher Inservice Day  
Regularly Scheduled Minimum Days  
LES: 1:30 pm LHS 1:45 pm



**BOARD INFORMATION ITEM M1**

Board Meeting Date: May 19, 2022  
Subject: Facilities Update  
From: Joan Potter, Superintendent

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Explanation:

Mrs. Potter will give an update on the status of current and upcoming facilities projects.

